# Withdrawal Tab Requirements

All students who are withdrawn in the current school year in Infinite Campus must have a withdrawal line in the Withdrawal Tab, even if they re-enroll. The only exceptions are a grade level change (W1a), Early graduates (W3f), part-time students, and no-show students.

Each **withdrawal line** must have the following updated and saved in the Tab or OnBase:

1. **In-Progress grades-** Teachers are responsible for the issuance of student grades. The only exception is for students who have been enrolled for less than 14 school days. The withdrawal grades are documented on the withdraw tab pulled directly from the teacher grade book, or teachers can email the withdrawal grades if different.

Emails from teachers must be scanned into the OnBase Withdrawal bucket. Please ensure that the teacher has not given any information that should not be included with the withdrawal.

1. **Attendance** – Attendance must be saved after the withdrawal has been processed. If attendance changes dues to a withdrawal date change, please ensure to refresh attendance in the withdrawal tab.
2. **Documentation** – All documentation must be scanned into the Withdrawal bucket in OnBase.
	* 1. Parent/Guardian note requesting withdrawal.
		2. Any pertinent documentation of contact made or attempted by staff to parents/guardians for all students withdrawing for whereabouts unknown.
		3. Any documentation from any administrator requesting the withdrawal of a student.
		4. Teacher withdrawal grades sent by email.
		5. HSE documentation - Student withdrawing to take the HSE must automatically be re-enrolled until proof of passing the HSE is provided. The student will only be withdrawn for two days for testing and re-enrolled on the third. Inform the parent/student of the re-enrollment date. The permission form and must be scanned into Withdrawal bucket in OnBase. When parent/student returns with documentation of passing the HSE, a separate withdrawal must be completed, and the passing scores must be scanned into Withdrawal bucket in OnBase.
3. **Request of Records** – Request of records including ScribOrder receipts from Student Records must be scanned into the Withdrawal bucket in OnBase. Except for schools within WCSD or if the request came through Records Transfer in IC.
4. The following information must be saved in the Withdrawal tab.
	1. **Effective date of withdrawal** is the End Date in Infinite Campus. You must use the appropriate effective date of withdraw (see Withdrawal Codes Attached).
	2. **Withdraw code** is the End Status in Infinite Campus.
	3. **Name of Person/Title Requesting Withdrawal** is the name of parent/guardian and relationship to the student.
	4. The New school’s name, new street address, City, and State or Country if the child is leaving WCSD. Staff must make every effort to find out where the student is enrolling and note it on the Withdrawal tab.

**Withdrawal Codes**

**The last day the student was physically present is the effective date of w/d for the following codes:**

**W1a** - Dif Grade Same School & Year – The end date is the date the student’s grade level was changed.

**W1a1** - Stu Completed Sch Yr. – For IT purposes only.

**W1b** - Dif School in District, not Charter

**W1c** - District Sponsored Charter School

**W1e** – Withdraw pupil to enroll in an educational program for adults or other programs within the same school district which offers a diploma.

**W2a** –Different District in NV (Includes Univ. Schools)

**W2b** -Private K-12 School in NV

**W2c** - Rec Equivalent Instr/Home School

**W2d** - Out of State

**W2e** - Out of Country

**W2f** - State Sponsored Charter School

**W2g**- Withdraw pupil to enroll in and educational program for adults or other programs NOT within the same district which offers a diploma

**W2h** – Withdraw pupil to enroll in a district-sponsored charter school in a different Nevada district

**W3a** – Withdraw pupil who is not known to be receiving k-12 educational services (use when W3b, W3c1, W3c3, W3h do not apply)

**W3b** - Age Exceeds Restrictions

**W3c1**-Permanent Expulsion Not Receiving Educational Services.

**W3c2** - Discipline or Eligible Reason

**W3c3** – Incarceration

**W3d1** – HSE Program (Does Not offer a diploma)

**W3d2** – Adult/Vocational/Tech Program (Does Not offer a diploma)

**W3e3** - Did not Return on Expected Date Not Out of Country

**W3e5** - Did not Return Next School Year; Reason Unknown – This code is used to denote a no-show not a withdrawal

**W3f** -12 grades completed (Grads, Early Grads, or Non-Grads)

**W3h** – Withdraw pupil who is not known to be receiving k-12 educational services (physical or mental illness long-term condition)

**W4a** – Deceased

**W4b** – As a result of student being under compulsory age of 6 years

**W4d** – Completion of a course/program/activity

 (Rise Academy Only)

**After 10 consecutive unverified or unknown absences, withdraw end of the day on the 10th day of instructional absence:**

**W3e1** – Abs 10 Day’s Whereabouts Unknown

**After 10 consecutive runaway absences, withdraw end of the day on the 10th day of instructional absence:**

**W3e4** – Runaway, 10 Day’s Whereabouts Unknown

**After any 20 consecutive absences, withdraw end of day on the 20th day of instructional absence:**

**W3e2** – Absent 20 Consecutive school days, not expected date of return.