UNITED INDEPENDENT SCHOOL DISTRICT
INFORMATIONAL ITEM

TOPIC Review of CFC-R (REGULATION) – School Leaver Procedures

SUBMITTED BY: Gloria S. Rendon OF: Asst. to the Superintendent

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: July 18, 2012

Review of CFC-R (REGULATION) – School Leaver Procedures

SCHOOL LEAVER PROCEDURES

RESPONSIBILITIES	The principal of each campus is charged with the responsibility for assuring that accurate leaver data is reported to the PEIMS coordinator for the PEIMS fall submission.
DESIGNATED STAFF	The principal shall designate staff members who will be responsible for tracking and documenting leavers. The designated staff members will act as the authorized representatives of the superintendent for the purpose of signing withdrawal forms and other leaver documentation. Those individuals assigned to the responsibility of overseeing the leaver process must thoroughly familiarize themselves with and adhere to all pertinent standards and procedures as they relate to the leaver documentation process.

Administrators assigned this responsibility must assure not only their own proficiency in this process, but shall also assist and monitor all individuals involved in the process.

WITHDRAWAL PROCEDURES

The following procedures will be used by every campus to record leavers and withdrawals for students. All campuses will use standard district-issued forms.

An authorized staff member shall complete an exit review with the student's parents/guardians or the adult student.
During the interview, all pertinent information related to any new educational setting and/or contact information should be obtained and recorded on the standard Leaver Tracking Form.

Complete the standard Withdrawal Form recording the reason for the student's leaving and as much future contact information as possible. The withdrawal form must be signed by the parent/guardian, adult student and school personnel designated as authorized to do so at the time of the withdrawal.

Documentation on the withdrawal must be complete, signed in ink and dated.

Coding decisions shall be made by authorized campus administrators. Correct assignment of leaver codes is critical. Any ambiguity in coding questions should be referred to the Principal. If the Principal is unable to resolve the coding issue, the question will be referred to the Student Services Department or the PEIMS Coordinator for resolution.

ISSUED DATE:

SCHOOL LEAVER PROCEDURES

Designated personnel should begin written, electronic, and oral inquiry to confirm a leaver's status. Any change of status will be documented on the leaver tracking form.

WITHDRAWALS FOR NONATTENDANCE

Withdraw only in accordance with District policy.

Authorized campus personnel shall complete the standard Leaver Tracking and Withdrawal Forms.

Designated personnel should begin written, electronic, and oral inquiry to confirm a leaver's status. Any change of status will be documented on the leaver tracking form.

WITHDRAWAL PROCEDURES

Each graduate's leaver status must be documented and the appropriate leaver code assigned. The AAR must include a graduation date, evidence of completing state assessment requirements, and sufficient credits as mandated by the graduation plan.

NO SHOWS

Students who fail to return at the beginning of the school year must be identified and withdrawn from the student attendance accounting system with the code of "NS" no later than the end of the first day of school. Authorized campus personnel shall complete the standard Leaver Tracking and Withdrawal Forms for each student.

Designated personnel should begin written, electronic, and oral inquiry to confirm a leaver's status. Any change of status will be documented on the leaver tracking form.

CAMPUS DATA ENTRY

Accurate leaver coding shall be entered in a timely manner.

All authorized personnel must be trained in entering, changing and deleting data from the student software. All entries, changes and deletions require supporting documentation. Any changes made to original coding must be documented on the leaver tracking form, signed, and dated by the person making the change. This documentation shall be retained for seven years.

MONITORING AND RECOVERING LEAVEERS/DROPOUTS

Campus personnel shall continuously monitor leavers and recover dropouts. This may include home visits.

SCHOOL LEAVER PROCEDURES

A campus administrator will periodically review documentation to ensure that it is complete and accurate.

Central administration will provide support and oversight to leaver tracking to ensure compliance with local, state and federal expectations.

REVIEW OF PEIMS EDITS

Designated central office personnel will review all PEIMS 203 leaver record errors, Under-Reported Students, and PID errors and note reasons for submitted errors. These remarks will be maintained for audit purposes. Designated personnel will ensure compliance with all deadlines.

FERPA

In accordance with the Family Educational rights and Privacy Act 34 CFR §99.35, federal, state and local educational authorities may access education records as pat of an audit or evaluation of state or federally supported requirements of these programs. Thus, this provision applies to the auditors as authorized representatives of the state and local educational authorities. Auditors will maintain confidentiality of the records.

STORAGE OF RECORDS

Records must be stored in a manner that assures they will be readily accessible in order to meet audit requirements. Campus staff will use the documentation standards as outlined in the Student Attendance Accounting Handbook and the PEIMS Data Standards. Leaver records must be retained for seven years and subsequently destroyed in accordance with state law.

COMPUTER SYSTEM SAFEGUARDS

All users connected to the student management software must have unique passwords and separate access to the database.

Nightly backups of the data will be stored in a secure location.

End of year backups, as well as programs used to generate the Data, will be stored in the event that the reports have to be generated for audit purposes.