

Book	Policy Manual
Section	Policies for Cale to approve, 34-2 Technical Corrections
Title	Copy of WITHDRAWAL/DROPOUT FROM SCHOOL
Code	po5130 DONE WEC
Status	
Adopted	December 9, 2019

5130 - **WITHDRAWAL/DROPOUT FROM SCHOOL**

The Board affirms that, while Wisconsin law requires attendance of each student until eighteen (18) years of age, it is in the best interests of both students and the community that ~~they~~ **all students** complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

When a student wishes to withdraw from school, efforts should be made to determine the underlying reasons for ~~withdraw~~ **withdrawal**. District resources should be used, when and as appropriate, to assist students in reaching their career goals and for compliance with compulsory attendance requirements.

No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and the approval of the District Administrator. The withdrawal of any student under the age of eighteen (18) must comply with the requirements for participation in a program leading to the child's high school graduation or leading to a high school equivalency diploma, consistent with State law.

[DRAFTING NOTE: Pursuant to the Department of Public Instruction (DPI), when Districts intend to remove a student from the Student Information System, the District shall have a process developed to officially withdraw a student, as specified in the following section.]

X] OPTION 1 (Neola template)

The District has established the following procedures for making reasonable attempts to locate or contact students who have lost contact with the District, but not formally withdrawn:

~~(-) letter sent home from District;~~ **keep this one**

(X) school administration initiates phone contact;

(X-) Student Service staff initiates second phone contact;

~~(-) parent meeting request letter sent to the home address on file;~~

(X-) home visit conducted by staff and (x) School Resource Officer;

~~(-) removal of the student from the Individual Student Enrollment System (ISES) after completion of these steps.~~

[END OF OPTIONS]

X-OPTION 2 (Wausau Specific)--

The District Administrator shall develop administrative guidelines for withdrawal from school which:

A. make counseling services available to any student who wishes to withdraw;

B. attempt to satisfy the student's educational needs through alternative programs such as the G.E.D.;

- C. help the student define his/her own educational life goals and help plan the realization of those goals;
- D. inform the student of the Adult Continuation Program;
- E. advise students of their right to return prior to their twentieth (20th birthday or if students with disabilities, until their twenty-first (21st) birthday;
- F. assure the timely return of all District-owned supplies and equipment in the possession of the student;
- G. establish protocols for 1) reasonable attempts to locate or contact students who have lost contact with the District, but not formally withdrawn; 2) removal of the student from the Individual Student Enrollment System (ISES) after exhaustion of step 1.

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Legal

118.15(b-e), Wis. Stats.