

# Withdrawal Code Documentation

Student's Full Legal Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Withdrawal Date: \_\_\_\_\_

**Code 00 – Dropout Under 18**

- Parent's signature on withdrawal form (attach)     Copy of Waiver signed by Director (attach)
- No documentation – 10 consecutive unexcused absences (attach attendance record)
- Truancy procedures have been followed (attach summary)

**Code 01 – Dropout 18 and Over**

- Parent's/student's signature on withdrawal form     Counselor has contacted the student (attach summary)
- No documentation - 10 consecutive unexcused absences (attach attendance record)

**Code 02 – Withdrawn to State Institution which provides education**

- Copy of Court Order placing the student in a DCS operated Youth Development Center or Group Home containing an in-house school
- Request for records from institution (attach)     Statement from DCS Official (attach)

**Code 03 – Transferred to other TN school system**

- Parent's signature on withdrawal form (attach)     Request for records from receiving school (attach)
- Confirmation of enrollment through EIS (attach screen shot)
- Verbal confirmation from relative/community member (attach statement by person receiving confirmation)

**Code 04 – Transferred to other school in same system**

- Parent's signature on withdrawal form (attach)     Request for records from receiving school (attach)
- Verbal confirmation from school official or screen shot from Star Student (attach documentation)

**Code 05 – Transferred out of state**

- Parent's signature on withdrawal form (attach)     Request for records from receiving school (attach)
- Verbal confirmation from relative/community member (attach documentation)

**Code 06 – Transferred to Non-Public School in Tennessee (Private or Church Related)**

- Parent's signature on withdrawal form (attach)     Request for records from receiving school (attach)
- Copy of receipt for fee paid to receiving school/agency or confirmation of enrollment (attach)

**Code 07 – Doctor Certified Withdrawal**

- Copy of Dr.'s statement on letterhead (attach)

**Code 08 – Deceased**

- Copy of obituary or newspaper clipping (attach)

**Code 09 – Transferred to mental/drug rehabilitation institution**

- Copy of committal order (attach)     Request for records from institution (attach)
- Confirmation from institution (attach)     Statement from parent (attach)

**Code 10 – Withdrawn to Home School or Pre-K withdrawal due to Parental Request**

- Formal notice of Intent To Home School on file (attach)     Pre-K withdrawn due to parent request

- Code 11 – Court Order**
  - Copy of Court Order on file (attach)
  - Copy of Judge’s decision or adjudication order (attach)
- Code 12 – Graduation prior to spring or by August 15 of senior summer**
  - Copy of GED or GED results (attach)
  - Transcript in file confirms graduation date
  - Student has graduation date, diploma type, and diploma period entered in Star Student
- Code 13 – Permanent Dismissal from TN Voluntary Pre-K**
  - Documentation attached.
  - Prior approval from Pre-K Supervisor
- Code 14 – Withdrawn to enroll in another school within the district due to school choice**
  - Documentation attached

A copy of this form and the supporting documentation should be placed in the student’s permanent record folder.

A student is either present or absent from the date he or she enters school until he or she permanently leaves school for one of the reasons listed above. All absences must be counted until the student officially withdraws from school (students who miss 10 consecutive unexcused absences should be withdrawn on the 1<sup>st</sup> day of the 10 consecutive). Students must be entered as withdrawn on the day the event actually occurs.

Note: GED Test Prep (Adult High School) and runaways are dropouts and should be coded as “00” – Dropout under 18 or “01” - Dropout 18 and over.

Sufficient documentation regarding a student’s reason for withdrawal must be provided.