

## **Dropout Policy Frequently Asked Questions Student Withdrawal/Dropouts JFC**

### ***What is the rationale for the Student Withdrawal/Dropout Policy?***

State Statute (22-33-108) requires schools to notify parents if a student drops out of school. Additionally, at a minimum the school should attempt to meet in person with the student and his or her parent/guardian. This should serve as an attempt to reengage the student in school and to convey the long term ramifications of dropping out to the student's parent or guardian.

In combination with the additional supports you are already providing, research suggests that having a consistent exit process with some inherent barriers to withdrawal is effective in reducing the number of students who drop out of school. Additionally, this process ensures that students understand the rights and opportunities they have to complete their education.

### ***I have a student who is less than 17 years of age and who indicates they are withdrawing as a dropout. What process should I follow?***

Students are required by law to attend school until they are 17 years of age. Follow the district's procedures regarding youth under the compulsory age of attendance. For guidance and support— consult the Student Engagement Office Office at 303-982-6559.

### ***The checklist states that students have the “right to reenroll in an appropriate school option until the age of 21” what does this mean?***

The school district is required to provide an education to students until the age of 21. The most appropriate option may or may not be the neighborhood high school. This determination should be based on a ‘body of evidence’ to include the student's age, transcript, behavior history, IEP, 504, previous interventions, available supports and circumstances. If you have a student who is returning from dropout status and your school is not an appropriate option, you must facilitate the student's entry into a school setting.

### ***The student is never in school; do we need to complete the checklist?***

Yes, all attempts should be made to contact and meet with the student and parent/guardian.

### ***We have been unable to make contact with the family to schedule a time to meet regarding their educational plans and the dropout checklist? What next?***

- 1) Ensure that you have utilized all available resources in attempting to contact the family. Log the attempted contacts in Infinite Campus (Admin Conference)
- 2) If you are still unable to contact the family, send a letter to the address of record indicating their student will be withdrawn as a dropout with information encouraging them to return to school.
- 3) Complete the [online checklist form](#)

### ***What is the minimal standard in utilizing all available resources to contact/locate a student?***

Multiple attempts to contact the parent/guardian utilizing the listed phone contacts including listed emergency contacts must be made. A home visit is encouraged if you believe that you have a valid address and the resources. Document these attempts in Infinite Campus (Admin Conference). If you are still unable to contact the family, send a letter to the address of record indicating their student will be withdrawn as a dropout with information encouraging them to return to school. (Refer to the Dropout Prevention Website for sample letters).

***I am going to meet with a family today to officially withdraw the student from school. Do I need to send a withdrawal letter?***

No. The meeting with the parent/guardian and documented in Admin Conference acts as the “written notice” in this case.

***Can a student who is 18 years of age or older drop out without the school having a conversation with the parent/guardian?***

It would not be advisable to allow a student to drop out of school without having a problem solving meeting with the parent/guardian.

***What does the checklist mean by the statement ‘a choice enrolled student has the same rights to educational opportunities as all other Jeffco students’?***

At the time a student is choice enrolled, the school enrolling the student becomes the “home school”. There are specific guidelines governing the enrollment and withdraw of these students, see policy JFBA/JFBA-R.

***What are the requirements of the “plan based on current age and credit situation”?***

A comprehensive plan would be one that addresses the barriers to the student being successful as well as the student’s strengths. In some cases this can be accomplished through preexisting planning tools and is not expected to duplicate work that you are already doing with a student. If the student’s current 504, IEP, etc. plan addresses the primary issues that are causing concern and indicates the pathway for this student to reach graduation than this requirement is met. This can be accomplished by reviewing and updating the student’s Individualized Career and Academic Plan to ensure that it is reflective of the student’s current progress and situation. Additional expectations you may want to address in the plan are other concerns such as mental health, substance abuse, familial issues, etc.

***Where can I find an example of the letter to the parents regarding withdrawing a student we are unable to make contact with?***

The Dropout Prevention and Recovery Website

***Do we need to fax the signed dropout prevention checklists or documents?***

No. Completion of the [online checklist form](#) is the preferred and required documentation.