

502.1

**STUDENT ATTENDANCE:
SEPARATION INITIATED BY A STUDENT OR PARENT**

1. If the withdrawing student is of compulsory school age, the District is required by law to make sure he or she is receiving an equivalent education elsewhere.
 - 1.1 The Building Principal, or a designee, will make every effort to contact the family to verify the withdrawal and to make sure the student will enroll in another program.
 - 1.2 The District will make arrangements for the student's records to be transferred, upon receipt of appropriate notification. The family's privacy rights are set forth in policy #503.1.
2. If the withdrawing student is beyond compulsory age, the following steps shall be taken:
 - 2.1 If the student is transferring to another school, the District will transfer the records as it does for any student.
 - 2.2 If the student is leaving school without graduating, and is beyond compulsory age, every effort shall be exhausted to provide a program of instruction which meets the needs and interest of the student.
 - 2.3 A parent conference with, the Guidance Counselor, and others who may have a direct interest in the student's plans shall be held.
 - 2.4 If withdrawal still seems the most desirable course of action, the proper withdrawal form shall be completed, signed by the Building Principal and the parent or guardian, and forwarded to the Superintendent.
 - 2.5 Parent contact is desirable in cases of all student withdrawals, however it is not mandated.

APPROVED: BOARD OF EDUCATION

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December 7, 2010