

**STUDENT WITHDRAWAL AND TRANSFER
FROM SCHOOL REGULATION**

Students Over the Compulsory Attendance Age

Only a student over the compulsory school education age may be permitted to withdraw from school. No such student may be dropped from enrollment unless he or she has been absent twenty (20) consecutive days and the school complies with the following procedure:

- The principal/designee notifies both the student and the person in parental relation to the student, of an informal conference.
- At the conference, the principal/designee determines both the reason for the student's absence and whether reasonable changes in the student's educational program would encourage and facilitate his or her re-entry or continuance of the student's education in the District.
- The District shall inform the student and the person in parental relation, both orally and in writing of the student's right to re-enroll at any time in the District, if otherwise qualified under the Education Law.

If the student and the person in parental relationship fail, after receiving the reasonable notice, to attend the informal conference, the student may be dropped from the enrollment provided the District provides notice to the person in parental relationship that the student has been dropped from enrollment and that the student has the right to re-enter the District's school at any time, if otherwise qualified under the Education Law.

Students Under the Compulsory Attendance Age

Students under the compulsory school attendance age may not be dropped from attendance rolls. However, for those students of compulsory attendance age who are habitually truant or absent from school, whether or not in consecutive days or for a period between 10 and 15 days, the principal/designee is required to initiate a Person In Need of Supervision (PINS) Petition after following these procedures:

- The principal/designee must send letters to the parent and student advising them of the concern for lack of attendance and invite them for a meeting with the appropriate school personnel.
- Maintain records of meetings with the parent/person in parental relationship to the student, and the student (if appropriate).
- Determine the reason why the student is not attending school.
- Maintain records of the phone calls and all communications involving the student.

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Student Withdrawal from School

All transfers and withdrawals shall be reported on the attendance register, as required. The sending school must verify that all students between 6 and 16 years of age have actually enrolled in another school. Transfer and withdrawal information shall be submitted to the Census Office at the end of each attendance period.

Within District Transfers

When students are transferred within the District or to a local nonpublic school, the sending school shall forward to the receiving school the student's permanent record, dental record, health record, cumulative folder, and any partially finished workbooks. Any Psychological or Learning Disabilities reports shall be returned to the Psychologist or Learning Disabilities clinician for forwarding to the receiving school.

Report cards shall be marked in accordance with the District's reporting calendar. It is the responsibility of the receiving teacher to obtain an evaluation from the previous teacher on work done in the current marking period.

Out of District Transfers

When students transfer out of the District, the sending school will wait until the receiving school initiates a request to send the records. When this request is received, a copy of the student's permanent record card, report card, and dental and health records will be sent. All records reside at the sending school in the inactive file. Retention of records shall be in accord with the New York State Records Retention and Disposition Schedule.

Report cards will be marked when the transfer occurs at the half-way point or later in the marking period, but the teacher shall indicate that the evaluation is for less than a full reporting period.

See New York State Records Retention and Disposition Schedule.