

## **STUDENTS 5112.4**

### **Disenrollment**

The Board of Education views regular and uninterrupted school attendance as the legal responsibility of each student and his/her parent/guardian(s). Classroom learning experiences are important to the learning process and vital to student success.

The Board encourages and appreciates the need for accurate student enrollment counts/data at the district and individual school levels. Such counts are crucial to the Board's responsibilities related to current and long term budget, personnel and facility planning. District enrollment data, as required by the State Department of Education, must be current and accurate to facilitate the timely, correct and equitable calculations of grant entitlements supportive of district efforts.

The Superintendent is authorized to develop administrative guidelines necessary to ensure the accuracy of District enrollment counts through the timely removal from District rolls of those students no longer attending and/or eligible for services in the District.

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in public schools prohibited. School attendance by five year olds, as amended by PA97-247

10-76a - 10-76g re special education

10-184 Duties of parents (re mandatory school for children ages five to sixteen, inclusive) - as amended by PA 98-243, and PA 00-157

10-185 Duties of local and regional boards of education re school attendance. Hearings. Amended by PA 96-26, An Act Concerning Graduation Requirements and Placement of Older Students.

Policy Adopted: March 8, 2004

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### **Disenrollment - Administrative Guidelines**

In order to ensure the accuracy of District enrollment counts, the following procedures shall be utilized:

1. The Principal shall inform the parent or other person having control of any enrolled student, ages five to eighteen, of the obligations of school attendance as cited under C.G.S. 10-184.

2. Annually at the beginning of the school year and upon enrollment of a child during the school year, the Principal shall request from the parent or other person having control of a student, a telephone number or other means of communication during the school day. This may also serve as a means to determine whether a child is still residing within the district.

3. In accord with Board policy, each school shall maintain a system of monitoring individual absences for each student, to determine which are considered excused and which are considered unexcused. Whenever an enrolled student in a school fails to report to school on a regularly scheduled school day, school personnel or volunteers, under the direction of the Principal of his/her designee, shall make a reasonable effort to notify, by telephone, such parent or such other person of the student's absence. This procedure is to be utilized in the absence of a call from the parent/guardian on the day of each absence.

a. Schools shall notify parent/guardians of the requirement/expectation that a call be placed to the school giving the reason for the student's absence.

b. In grades K-8, the above procedure is to be followed by a written note from the student's parent/guardian to the homeroom teacher indicating the reason for the student's absence.

c. In all grades, in the absence of a call or written note, the school shall contact the parent/guardian to ascertain the reason for the student's absence. A written log of such contacts shall be maintained.

d. The above procedure shall be utilized to establish truancy if it is determined that the student is still residing in the district but not attending school. Procedures outlined in the district's truancy policy (#5113.2) shall be followed if it is determined that the student is to be classified as truant.

4. Whenever a student transfers to another school district, the student's records will be transferred to the new district no later than ten (10) days after the receipt of such notification. Upon the receipt of such a transfer of records request, the student shall be disenrolled from the previously attended school.

5. Parental notification and request for a transfer of records to a new school district shall also be cause to immediately remove the student from the enrollment list.

6. A student of eighteen years of age or older may voluntarily drop out of school and should be removed from the school's enrollment.

7. Students under 18 are subject to mandatory attendance laws unless their parent or other person having control of the child consents, in writing, to their withdrawal from school after receiving the required information on educational options available in the school and the community. Such action shall be reason to remove the student from the school's enrollment list.

8. The above procedures for "tracking" attendance shall be utilized to determine reasons for the absence, possible truancy, drop out status and continued residency in the town/city. The following additional procedures shall also be utilized:

a. After five days of no attendance at the beginning of the school year, the person designated by the Principal to determine reasons for absence and the status of residency in the District shall place a call to the home. The parent/guardian and the student will also be notified by mail.

b. After two weeks of continued non-attendance, the designated party to determine reasons for the absence and the status of residency in the District shall place another call. Another

letter shall follow this call from the District.

c. After a period not to exceed three weeks (fifteen absences) from the first day of the new school year and the above referenced communication attempts, a registered letter, "return receipt requested" shall be sent to the last known address of the student. The letter shall provide notice of the removal or disenrollment of the student from the official enrollment list of the district/school if the student is over 18 years of age or it has been determined that the student is no longer residing within the town/city.

d. If the process in part c reveals non-attendance by a student under the age of 18 years who resides within the town, the matter shall be referred immediately to the Office of Attendance Truancy.

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10-186 Duties of local and regional boards of education re school attendance. Hearings. Amended by PA 96-26. An Act Concerning Graduation Requirements and Placement of Older Students

Appeals to state board. Establishment of hearing board

10-198a Policies and procedures concerning truants, as amended by PA 00-157

10-199 through 10-202 Attendance, truancy - in general

10-221 (b) Board of education to prescribe rules

10-223a - 10-223f Inclusive; re: suspend, expel, removal of pupils

10-233c Suspension of pupils

10-233d Expulsion of pupils

10-261 Definitions

State Board of Education Regulations

10-76a-1 General definitions (c), (d), (q), (t)

10-76d-7 Admission of student requiring special education (referral)

10-204a Required immunizations (as amended by PA 98-243)