

Withdrawal Binder Requirements

All students who have an End Status (Withdraw Code) in the current school year in Infinite Campus must have a withdrawal form, even if they re-enroll. The only exceptions are a grade level change, part-time and no show students. **Never use whiteout** on the withdraw forms or any of the documentation attached to the withdrawal. It is acceptable to draw a line through the error and to write in the correction.

Each **withdrawal form** must be in a three-ring binder in alpha order with the following information **stapled** behind the form:

1. **Attendance** - Print the student's attendance period detail report after withdrawing the student in Infinite Campus and attach it directly behind the withdrawal form.
2. **Documentation** – All documentation must be attached and behind the attendance.
 - i. Parent/Guardian note requesting withdrawal. Staff must date the note and attach it to the withdrawal form.
 - ii. Include any pertinent documentation of contact made or attempted by staff to parents/guardians for all students withdrawing for whereabouts unknown.
 - iii. Include documentation from any administrator requesting the withdrawal of a student.
 - iv. Include the teacher's withdrawal grades sent by email.
 - v. HSE documentation - Student withdrawing to take the HSE must automatically be re-enrolled until proof of passing the HSE is provided. The student will only be withdrawn for two days and re-enrolled on the third. Inform the parent/student of the re-enrollment date. Copies must be made of the permission form and must be attached to the withdrawal. When parent/student returns with documentation of passing the HSE, a separate withdraw form must be completed and copies of the provided documentation kept with the second withdrawal.
3. **Request of Records** – Request of records from the requesting school including Scrib Orders unless the school is in the WCSD or it is a State Records Transfer. Attach the request of records behind all other documentation.

1. The following information must be included on the withdrawal form:
 - a. **Effective withdrawal date** is the End Date in Infinite Campus. You must use the appropriate effective date of withdraw (see Withdrawal Codes attached or on Cheat Sheet). NDE auditors will declare this a finding if the withdrawal date and/or withdrawal code is missing from the form. See back page of this document for details.
 - b. **Withdraw code** is the End Status in Infinite Campus.
 - c. **Parent/Guardian** is the actual name of parent/guardian, relationship to student, signature, date, and mobile numbers.
 - d. The name, address, city, and state of the school the child will be enrolling if the child is leaving WCSD. If the child is remaining in WCSD, the name of the new school is enough. Staff must make every effort to find out where the student is enrolling and note it on the withdrawal form.
 - e. Withdrawal grades are given for students who have been enrolled for 14 school days or more. The withdrawal grades are documented on the withdraw form, or teachers can email the withdraw grades which is kept with the withdraw form (see above #2 Documentation). When attaching emails from teachers, ensure that the teacher has not given any information that should not be included with the withdrawal. Teachers are responsible for the issuance of student grades and should be issuing the withdrawal grade at the time the student withdraws. The only exception are for students withdrawing at semester where final grades (NOT PROGRESS GRADES) can be used in lieu of the issuing the grade.

Effective Date of Withdrawal

For the codes below use, **the last date the student attended as the effective date of withdrawal:**

W1a - Dif Grade Same School & Year – The end date is the date the student’s grade level was changed. (Withdrawal form is not needed for this type of withdrawal)

W1a1 - Stu Completed Sch Yr – For IT purposes only

W1b - Dif School in District, not Charter

W1c - District Sponsored Charter School

W1e – withdraw pupil to enroll in an educational program for adults to other programs within the same school district which offers a diploma

W2a -Different District in NV (Includes University Schools)

W2b -Private K-12 School in NV

W2c - Rec Equivalent Instr/Home School

W2d - Out of State

W2e - Out of Country

W2f - State Sponsored Charter School

W2g - Withdraw pupil to enroll in and educational program for adults or other programs NOT within the same district which offers a diploma

W2h – Withdraw pupil to enroll in a district-sponsored charter school in a different Nevada district

W3a – Withdraw pupil who is not known to be receiving k-12 educational services (use when W3b, W3c1, W3c3, W3h don’t apply)

W3b - Age Exceeds Restrictions

W3c1 – Permanent Expulsion – Not Receiving K-12 Education Services

W3c2 - Discipline or Eligible Reason

W3c3 – Incarceration

W3d1 – HSE Program (Does Not offer a diploma)

W3d2 - Adult or Voc/Tech Program (Does Not offer a diploma)

W3e3 - Did not Return on Expected Date and Was Not Out of Country

W3e5 - Did not Return Next School Year; Reason Unknown – This code is used to denote a No-Show not a withdrawal

W3f – 12 grades completed – (Grads, Early Grads, or Non-Grads)

W3h – Withdraw pupil who is not known to be receiving k-12 educational services (physical or mental illness long-term condition)

W4a – Deceased

W4b - Under Compulsory Age (Elementary)

W4d- Completion of a course/program/activity (Rise Academy Only)

For the codes below, **use the 10th day of absence** for the following codes:

W3e1 – Abs 10 Day’s Whereabouts Unknown (**Attendance must show 10 full days of AUK**).

W3e4 – Runaway, 10 Day’s Whereabouts Unknown (**Attendance must show 10 full days of RWY**).

For the code below, **use the 20th day of instructional absence:**

W3e2 – Abs 20 Consecutive school days, no expected date of return (**Attendance must show 20 full instructional days**)