

Truancy and Withdrawing Students in EMIS

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Agenda

- Relationship between truancy and EMIS reporting
- Documenting truancy for EMIS
- Withdrawal dates
- 30 Day Rule and the Student Cross Reference System
- District withdrawal processes
- The Gray Area
- Withdrawal codes and acceptable documentation
- Withdrawal scenarios

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Relationship Between Truancy and EMIS Reporting

“Districts are responsible for ensuring that students receive a free and appropriate education. As part of this responsibility, districts must sometimes attempt to compel students to attend school so that they can be educated. Much of what districts do to uphold this responsibility is not reported to EMIS.”

(EMIS Guide 2.1.1, V3.0, pg. 1)

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District Responsibilities and EMIS

“Each district is responsible for the students living within the district’s boundaries who should be attending its schools. That responsibility extends beyond the reach of EMIS reporting. For instance, anytime a district learns that a student within its boundaries is allegedly truant, an investigation per local truancy policies must be undertaken. This is true regardless of whether or not the district is required to report that student via EMIS.”

(EMIS Guide 2.1.1, V3.0, pg. 1)

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Documentation Requirements

- In some cases where a student has been withdrawn from school, the district's responsibility to that student does not end.
- For example, if a student is withdrawn, is still of compulsory school age, and is not enrolled anywhere else, the district must still conform to local and state policies, rules and laws concerning truancy.
- As part of this, districts still have documentation requirements, such as the continued tracking of absences (outside of EMIS) and the maintenance of records documenting the steps taken in fulfillment of such policies, rules, and laws.

(EMIS Guide 2.1.1, V3.0, pg. 2)

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Documenting a Withdrawal

- A document from another party (e.g., a parent, another district, a court, etc.) is required for a withdrawal.
- If nothing is received from a responsible party outside the district, then documentation of the steps taken and information gathered by district staff must be on file.
- In such instances, if an ODE system (SOES for example) shows that the student has enrolled in another district, a screen print along with documentation of confirmation of admission from the other district can be maintained in the student file to document the withdrawal.

(EMIS Guide 2.1.1, V3.0, pgs. 2&3)

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Documentation continued

- Documentation can be hardcopy, or electronic copy; districts should follow local policy and practice for this.
- All excuses from parents, as well as other documents pertaining to a student's enrollment, attendance, and withdrawal from a district, become a part of the official attendance record and must be maintained regardless of format or condition.

(EMIS Guide 2.1.1, V3.0, pg. 3)

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Determining the Withdrawal Date

- The withdrawal date is the date that can be documented.
- The withdrawal date can be the date on which the district fulfills the requirements of law and policy for student absences and withdrawals.
- The withdrawal date reported for a student who is not attending and has not been excused or is truant should not be the last date the student was physically present.
- (EMIS Guide 2.1.1, V3.0, pg. 11)

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Withdrawal Date for Fall No-Shows

- Enrolled students who are not withdrawn and do not return in the fall-
 - If a records request is received from another district at the beginning of the new school year, then the student is withdrawn one day prior to the new enrollment date indicated on the records request.
 - If no records request is received, and the student does not return to school in the fall, local attendance and truancy policies must be followed and the student must be reported with unexcused absences until such time that the district meets other requirements for withdrawing the student.
 - (EMIS Guide 2.1.1, V3.0, pg. 8)

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Reporting Withdrawal Dates - 30 Day Rule

- ORC 3317.034(D). No public school may enroll or withdraw a student from the education management information system established under section 3310.0714 of the Revised Code later than thirty days after the student's actual enrollment or withdrawal from the school.
- Requires that students must be entered in or withdrawn from EMIS within 30 days of the event, and reported to the Student Cross Reference System or the district can see an impact in funding
- Intended to expedite communications between schools.

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District Processes vs EMIS Reporting Rules

A responsible party completing withdrawal paperwork for a student is sufficient to begin the withdrawal process.

Method 1- Responsible party withdraws the student, district withdraws student and waits for confirmation of enrollment at the new school.

Method 2- Responsible party withdraws the student, district keeps student enrolled and records absences until confirmation of enrollment at new school is received. The district then back dates the withdrawal date to the appropriate date and removes irrelevant absence events.

Both have the same final result but which method is better?

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District Processes vs EMIS Reporting Rules

Method 1 is the better choice.

- Method 1 is the most accurate since the student is actually withdrawn.
- Method 1 allows more timely/accurate data to be reported to the SCR.
- If the student does not arrive at the new school as expected, the student would NOT be reenrolled or have their withdrawal event removed to pursue truancy.
- Method 2 is more time consuming and has more room for error.

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Withdrawing a Student in a Perfect World

- Responsible party completes withdrawal paperwork
- Student is withdrawn in student information system
- The student enrolls in the new school as expected
- Data is submitted by both entities to the Student Cross Reference System within 30 days (SCR)
- Records request is received from new school
- Records request is filled as soon as possible and within two weeks
- Records retention policies are followed



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Withdrawing Students in the Real World

- Student fails to return to school after summer break
- Student stops attending mid year with no indication of a withdrawal
- Student enrolls and never shows up
- Responsible party withdraws the student and no records request is received from the new school
- Responsible party withdraws and records request is received from a school other than the school indicated on the withdrawal paperwork
- Newly enrolled student's records request is sent to prior educating entity and nothing is received within two weeks
- Records retention policies are not understood by those processing the documents



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The Gray Area

- A student withdraws from your district to another educating entity.
- There are school days between the time that the student is withdrawn and the student enrolls in their new school.
- Maybe the student is withdrawing to a neighboring district, or maybe to another state, or maybe even another country.
- How long does the student have to enroll in the new school?
- The answer is that there is no set timeframe in law.

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Withdrawal for Truancy or Nonattendance

- 71 - Withdrew Due to Truancy/Nonattendance
- Preferred Documentation-
 - This withdrawal code requires the district to maintain a significant amount of supporting documentation. All steps taken by district staff to compel the student to attend school must be documented. The student's absences must be accurately and completely documented. Documentation must continue beyond the withdrawal of the student in EMIS.

(2.4 FS Standing V6.0 and 2.1.1 Student Enrollment Overview V3.0)

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Withdrawal for Employment/Work Permit

- 72 - Withdrew Pursued Employment/Work Permit
- Preferred Documentation-
 - A copy of the work permit signed by the superintendent.

(2.4 FS Standing V6.0 and 2.1.1 Student Enrollment Overview V3.0)

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Withdrawal Over 18

- 73 - Over 18 years of Age
- Preferred Documentation-
 - A signed withdrawal form from the student , along with proof of the student's age (e.g., a copy of the birth certificate)
 - Documentation of notice from the student, along with proof of the student's age (e.g., a copy of the birth certificate). Any notice received verbally must be documented with details of who provided the information, how it was provided, who received it, and when it was received. The district must also document its efforts to receive the preferred documentation.

(2.4 FS Standing V6.0 and 2.1.1 Student Enrollment Overview V3.0)

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Withdrawal Over 18 Continued

- Students who are eighteen and older can withdraw themselves*
- *Exceptions to this are students over eighteen who guardianship resides with another person or entity.
- Students who have not met graduation requirements, have not submitted withdrawal documentation, and are absent without excuse cannot be withdrawn for nonattendance simply because they are eighteen.
- (EMIS Guide 2.1.1, V3.0, pg. 12)

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Withdrawal Moved Unknown

- 74 - Moved – Not known to be continuing
- Preferred Documentation
 - The steps taken to make this determination must be documented and maintained. This may include official notes from the attendance/truancy officer, returned mail with a forwarding label attached by the post office, or a registered letter returned due to intended recipient having moved.

(2.4 FS Standing V6.0 and 2.1.1 Student Enrollment Overview V3.0)

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Withdrawal Did Not Pass OGT

- 75 - Student Completed Course Requirements – Student Completed Course Requirements but did NOT pass the appropriate statewide assessments required for graduation.
- Preferred Documentation-
 - Student’s transcripts and test scores, where applicable, must be maintained. If an IEP states that a student is not required to pass one or more sections of the graduation assessment, then that information must be maintained as well.

(2.4 FS Standing V6.0 and 2.1.1 Student Enrollment Overview V3.0)

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Withdrawal Due to 105-Hour Rule

- 76 - Non-Attendance According to the 105-Hour Rule
- Preferred Documentation-
 - Documentation of the student’s continuous, unexcused absences must be maintained
 - Can only be used by community schools and STEM districts

(2.4 FS Standing V6.0 and 2.1.1 Student Enrollment Overview V3.0)

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Withdrawal Due to Non-Testing

- 77 - Withdrew due to ORC 3314.25 (non-tested)
 - Only e-schools, internet or computer based community schools, should use this code.
 - If the student for two consecutive years, has failed to participate in the spring administration of any assessment that the student is required to take, the district must notify ODE. The district cannot be funded for this student.
 - The student can remain enrolled via tuition within specific reporting criteria. Reference the EMIS Manual 2.4 Student Standing Record.
- Preferred Documentation-
 - Documentation showing that the student was not tested during the prior two years.

(2.4 FS Standing V6.0 and 2.1.1 Student Enrollment Overview V3.0)

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Withdrew No Longer Eligible

- 79 - No Longer Eligible to be Enrolled in District- Student eligibility changed, district does not know where the education will be continued.
- Preferred Documentation-
 - Documentation that proves that the student is no longer eligible to be enrolled in the district. This could be documentation from a residency investigation that determined a student does not qualify as a resident, documentation indicating the end of a superintendent's agreement, or other documentation supporting the student's change in eligibility.

(2.4 FS Standing V4.0 and 2.1.1 Student Enrollment Overview V3.0)

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Withdrew to Pursue a GED

- Ohio law does not recognize the GED as an Ohio graduation diploma. The student must exit the K-12 education system in order to pursue a GED. The student is considered a drop-out.
- Students who have sought and received approval from a parent, guardian, or court official to take the GED must be withdrawn with the most appropriate 7X withdrawal code. The student's file must contain documentation that supports the withdrawal code.
- (EMIS Guide 2.4 V6.0, pg. 37 and 2.1.1, V3.0, pg. 25)

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Student reported as a dropout then enrolls elsewhere

- *If a student is withdrawn with a 71 code and then two months or more down the line they enroll in another district, should the 71 code be changed to a 41 code?*
- When the court has determined the student is a truant and the student is subsequently withdrawn from the district with a "71" withdrawal code, the district does NOT change the original "71" withdrawal if the student enrolls at another district two months or so down the road. The "71" withdrawal accurately describes the reason the student was withdrawn. The district will need to maintain all documentation supporting the "71" withdrawal.

(Unicenter ODE Ticket 2429313)

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Open enrolled student stops attending

- There is no guarantee that students will be open enrolled into the same district from year to year.
- Resident districts must review enrollment lists each year to be sure students are still attending the districts into which they were open enrolled the prior year.
- If a previously open-enrolled student is withdrawn to the resident district at the end of a school year, but does not appear at the resident district in the fall, the resident district must pursue the appropriate attendance and truancy laws and policies.
- (EMIS Guide 2.1.1, V3, pg. 20)

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WD to somewhere and never arrived

- *Student withdrew from District A to District B and the student never enrolled at District B. The student has been reported to our truancy officer. Should District A report the student as a drop out?*
- The student should be withdrawn per the parent signed form to District B. If the student resides in District A, then the district needs to pursue truancy and attempt to get the student back in school.
- (Unicenter ticket 2651920)

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Student Whereabouts Unknown

- *How should a district handle situations where a student's whereabouts are unknown? For example, situations where the students have most likely moved, but the district is unable to confirm for certain where the students are or that the students are continuing their educations.*
- Once the appropriate attendance and truancy laws and policies have been followed and all such efforts have been documented, these students are reported with withdrawal code 74—Moved (Not known to be continuing).
- (2.1.1 Student Enrollment Overview V3.0 pg. 27)

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Withdrawn to one place and shows up at another

- *Parent withdraws student from District A to District B on December 1st. District A then receives a records request from District C. Should District A change the withdrawal date or the “withdrawn to IRN”?*
- District A can change the “withdrawn to IRN” to District C but the withdrawal date of December 1st would remain because that is the date the parent withdrew the student.

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Withdrawn from a community school

- *A student who resides in the district withdraws to attend an out-of-state online school. Does the district retain any responsibility for the student?*
- The district must have documentation on file to support the withdrawal code reported to EMIS. Until that documentation is on file, the district must follow appropriate attendance and truancy policies. If at a future date—after the student has been withdrawn—it comes to the district’s attention that the student is not attending the out-of-state online school—or any other school—it has a responsibility to follow the appropriate attendance and truancy policies.
- (2.1.1 Student Enrollment Overview V3.0 pg. 26)

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No longer eligible to be enrolled

- *Student has been enrolled and attending school in District A. While seeming initially to meet residency requirements, it has come to the attention of District A that the student may not reside where claimed. The district, through extensive research and attempts to get information from the unresponsive parent, has not been able to determine where the student lives. Can District A withdraw this student? If so, which code and date should be reported?*
- Until there is documentation showing that the family does not live within the district, the district is still responsible for educating the student. Districts cannot delay entry of students or forbid students from attending while awaiting proof of residency. If it is found and documented that the student is no longer a resident of District A, then the student is withdrawn with 79—No Longer Eligible to be Enrolled in District. The date reported is the date supported by the documentation collected by the district in its investigation of the issue. (2.1.1 Student Enrollment Overview V3.0 pg. 27)

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Special Education Students

- “Before withdrawing a special education student, districts must ensure that they have complied with all laws and regulations regarding the education of students with disabilities. For instance, the IDEA requires that districts provide an alternative setting for the education of students who are truant and that districts continue to educate students who have been expelled. For more specific information regarding special education students, refer to ODE’s Office for Exceptional Children.”
- (EMIS Guide 2.1.1, V3.0, pg. 9)

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What we have learned

- There are differences between EMIS reporting and truancy responsibilities
- Staff who are withdrawing students need to ask questions, find answers and follow through to the completion of the process
- Every student’s situation can be unique
- Districts must report the most appropriate withdrawal code that aligns with documentation
- Retaining documentation is critical

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Questions?



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Resources

- ODE EMIS Manual – <http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation>
- LAWriter Ohio Laws and Rules - <http://codes.ohio.gov/>
- Information Technology Center (ITC)
- Ohio Department of Education (ODE)
- tammyhrosch@metasolutions.net



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