

NO SHOWS

We periodically get questions related to the withdrawal of students. We generally refer districts to their local policies regarding attendance and when to unregister a student in PSIS. The situations vary— student moved and whereabouts unknown; student dropped out but parents won't come in and withdraw the student, etc. While your specific situation might not be covered, it mentions several scenarios, and the general guidance is the same.

On the issue of a student who had lived in a motel and moved, leaving no address—

There's no specific time period that dictates when to withdraw a student. It's somewhat subjective, and could depend on the specifics of a situation. Some key things to consider are:

- Have you made a good faith effort to ascertain the status of the student?
- Do you have evidence which supports your efforts to locate the student?
- Do you have documentation of your process leading up to the student's withdrawal?
- Even in this instance, it would probably be a good idea to send a letter to the last known address of the student. (It's possible that a forwarding address could be available by now.)

On different, but related questions—

1. For the students who register (e.g., during the summer) and NEVER show up in your schools (i.e., no face time), you should still be making a good faith effort to learn the student's status, prior to taking him off your rosters. A letter, sending someone to the house, some form of notification. . you need to decide on what you feel is an appropriate process to serve as evidence of your efforts to ascertain the student's status, prior to dropping him from your roster.

The preceding is offered as an FYI only. If you have additional questions regarding your districts due process procedures please contact our Office of Legal and Governmental Affairs. They can be reached at 860-713-6520.