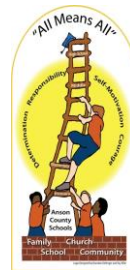# STUDENT WITHDRAWAL PROCEDURE
SIS-P004
ANSON COUNTY SCHOOLS

1.0 SCOPE:

1.1 This procedure outlines student withdrawals process for Anson County Schools.

2.0 RESPONSIBILITY

2.1 SIS Data Manager

2.2 Principal

2.3 School Counselor

2.4 Parent/Guardian

3.0 APPROVAL AUTHORITY

3.1 SIS Administrator

(Signature on file)

_____   _____
　　　　　　　　　Signature　　　　　　　　　　　　　　Date

4.0 DEFINITIONS:

4.1 SIS – Student Information System

4.2 EC - Exceptional Children

4.3 CECAS - Comprehensive Exceptional Children's Accountability System

4.4 LEP - Limited English Proficient

4.5 NCDPI- North Carolina Department of Public Instruction

5.0 PROCEDURE:

5.1 Parent/School request

5.2 Refer to SIS Quick Reference guides and documents, *Withdraw-W2 No Show*, *School of Record Transfer*, and *Admissions and Withdrawal of Students*

5.3 Complete Withdrawal Notice Form (SIS-F003)

5.4 Print SIS Withdrawal Notice and copy or print the following documents:

5.4.1 Report card

5.4.2 Attendance summary

5.4.3 Discipline/Incident record

5.4.4 Transcript

5.4.5 Schedule

5.4.6 Progress report

      5.4.7 Immunization Record

5.5 Enter end date for 504 students when transferring our of district

5.6 Enter appropriate withdrawal code as set out in the NCDPI Student Attendance and Student Accounting Manual.

5.7 Remove Student from all Special Programs

5.8 Remove, teacher from Homeroom field and remove all Scheduling Setup Data

5.9 Entry new withdrawal(s) on Student Entry/Withdrawal Log – (SIS-F011) and email too: SIS/SIS Administrator, District Child Nutrition Department, District EC Department, School Media Specialist, District Testing Director, District Technology Facilitator, School Nurse, Transportation, Destiny Textbook School Manager, Principal, School Social Worker and School Counselor.

5.10 Check SIS repository to make sure withdrawn student is currently enrolled in receiving school. Notify the precious school if the student is withdrawn as a W2-No Show.

6.0 ASSOCIATED DOCUMENTS

6.1 *Student Entry/Withdrawal Log* (SIS-F011)

6.2 *Withdraw - W2 No Show*
http://www.SIS.org/documents/training_group/docs/admission_withdraw/WISE_ADWI_QRD_W2NoShow.pdf

6.3 *School of Record*
Transferhttp://www.SIS.org/documents/training_group/docs/admission_withdraw/WISE_ADWI_QRD_SchoolofRecordTransfer.pdf

6.4 *Admission and Withdrawal of Students*
http://www.SIS.org/documents/training_group/docs/admission_withdraw/WISE_Adwi_07172012.pdf

6.5 NCDPI Student Attendance and Student Accounting Manual
http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
SIS-F003	Student Cumulative Folder	Indefinite	N/A	Locked File Cabinet

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/14/2009		Initial Release
03/01/2012	A	5.6 Program end dates; 5.8 withdrawal log and personnel added
08/06/2012	B	Added 4.5 under definitions; 5.7 Added AG to Programs; 5.2 & 5.8 added associated documents and links; added 5.11
7/01/27/01/	C	Changed NCWISE to SIS entire document; changed SPED to CECAS entire document; removed 5.5 referring to emergency contact removal; 4.1 & 4.3 changed definitions
2/26/2016	D	Deleted 5.5; changed all programs to only 504 in 5.6; Changed Teams/Groups to Special Programs in 5.8; added 5.9

* * * E n d   o f   P r o c e d u r e * * *