CMCSS Enrollment Support Manual

Recent changes will be shaded in gray similar to this text.

DEADLINES

* All documentation must be provided for the 2012 Cohort NLT June 1
* Summer graduates outside the district adult high school participants must be provided prior to June 15
* Summer 2019 Graduate Rosters must be turned in no later than TBD.

RECENT UPDATES

Last edited on 9/3/2018

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**Legal and Ethical Responsibilities to All Students**

Current Tennessee state legislature dictates all children in the state of Tennessee must attend school from age 6 until the end of their 17th year ([TCA 49-6-3001](http://law.justia.com/codes/tennessee/2010/title-49/chapter-6/part-30/49-6-3001)). State legislature also states parents can be taken to court for their children not going to school or providing “adequate excuse” of why they are not in school ([TCA 49-6-3007](http://law.justia.com/codes/tennessee/2010/title-49/chapter-6/part-30/49-6-3007)). Based on these laws schools must provide appropriate proof of students’ enrollment in subsequent schools/programs when leaving the district. The types of proof vary based on the type of withdrawal.

Legally we must ensure every student who has withdrawn from our district enrolls in a subsequent school or program. Also, we are required by the guidelines for graduation data to provide this proof to remove high school students from our graduation calculation. For this reason, students who leave our district must be tracked immediately and persistently until we receive appropriate proof of reenrollment.

This document is intended to provide support in seeking and maintaining proof of reenrollment so we may ensure the safety and continued education of all students who attend school in Tennessee.

**General Information Pertaining to All Withdraws:**

District procedures for students who withdrawal for reasons other than dropout (code 1) when the school does not receive the appropriate documentation based on the withdrawal code:

1. The school contacts all people on the emergency card through email and phone to get new school location
2. If the student has not been confirmed as reenrolled in at most 10 to 15 days, the school is to inform the Attendance Teacher so he or she may visit the home to try to locate the student
3. The school and Attendance Teacher should work together to exhaust all options on trying to make contact
   1. Truancy procedures should be followed when appropriate

Schools are not required to wait the full 10 to 15 days. As soon as the school goes through all phone numbers, emails, etc., they may turn the situation over to the Attendance Teacher so he or she may complete a home visit. Schools should regularly attempt to locate all students until they have appropriate proof of reenrollment. Parental verbal acknowledgment a student will be reenrolled is not sufficient.

Schools should regularly (until the student’s cohort graduates) attempt to locate the student and receive the appropriate documentation based on the student’s situation. When a student is located and not enrolled in a school/program:

* If the student is under 18 and not enrolled in an appropriate school or program, all available options should be advised (homeschool, etc.) to the parent/guardian and then truancy procedures must be followed when applicable
  + These steps must be followed in no more than 15 days of student withdraw and if the student is not located it is recommended schools attempt to locate the student regularly
* If the student is over 18 and not enrolled in an appropriate school or program all available options should be advised to the student (VHS, homeschool, GED, etc.)
  + If the student refuses all options, schools should attempt to contact the student if possible at a future date to offer options and determine if the student will enroll in an appropriate school or program
* If the student is located and enrolled in a new school or program the new withdrawal code procedures should be followed
  + Make any necessary withdrawal code change in PowerSchool
  + If high school: Email [assessment@cmcss.net](mailto:assessment@cmcss.net)
    - In the email provide the student’s name, DOB, USID, old withdrawal code, and new withdrawal code
  + If high school: If the new withdrawal code requires documentation, upload the appropriate documents to the sharing server

**Specific Withdrawal Code Procedures:**

The following information is taken from the ‘2015–2016 Withdrawal Code Guidance’ document released by the Tennessee Department of Education. The most current guidance document at the time of a cohort’s graduation is the required guidelines set by the state for all high schools. If these guidelines are additionally followed by elementary and middle, when applicable, the school will ensure adequate proof of reenrollment.

**Under 18 drop out (withdrawal code 0):**

Based on [TCA 49-6-3001](http://law.justia.com/codes/tennessee/2010/title-49/chapter-6/part-30/49-6-3001) students may not drop out prior to their 18th birthday. When students withdraw, the school is required to obtain appropriate proof of student transfer into an approved school/program. However, in those instances when a student is withdrawn and does not appear in the school or program they indicated at withdraw, the student would be a withdrawal code 0 if under the age 18 on the date of withdraw.

To avoid a withdrawal code 0:

1. The school contacts all people on emergency card through email and phone to get new school location
2. If the student has not been confirmed as reenrolled in at most 10 to 15 days, school is to inform the attendance teacher so he or she may visit the home to try to locate the student
3. The school and attendance teacher will work together to exhaust all options on trying to make contact

Schools are not required to wait the full 10 to 15 days. As soon as guidance staff goes through all phone numbers, emails, etc., he or she may turn it over to the Attendance Teacher so he or she may make home visits. Additionally, truancy procedures should be followed when applicable.

Often this code occurs when a student indicates they are moving to another district/state, the student does not reenroll, and the school does not actively pursue proof of reenrollment with the support of the Attendance Teacher. Please remember, the Attendance Teacher should be notified in no more than 15 days after a student withdraws if no proof of reenrollment is received. We are required to ensure all students under 18 are attending school or approved program in Tennessee (TCA 49-6-3001).

When a student leaves to attend homeschool, the ‘Official Intent to Homeschool form’ must be signed by the parent/guardian prior to uploading it to the server

* + Both pages of the intent to homeschool document (signed) must be uploaded to the server
  + If this document is signed through Student Services, please request this document in no more than 15 days so you may confirm the withdrawal code

When a student moves to a state, does not reenroll, and the state permits a student to withdraw under 18; the withdrawal code is 0. High school counselors should make regular contact with the student and provide any available programs until the student’s cohort graduates or until the student enrolls in a program/school.

**Over 18 drop out (withdrawal code 1):**

* Every six to eight months (until July of the student’s cohort graduation year) it is recommended for guidance to reach out to the student/parent/guardian to determine if the student has reenrolled in any school or program seeking a degree or GED
  + Students who have not reenrolled should be offered any programs available to them in their situation which would help the student
    - VHS, homeschool, etc.
* If you determine the student’s withdrawal code needs to be changed:
  + Make the appropriate change in PowerSchool
  + Email [assessment@cmcss.net](mailto:assessment@cmcss.net)
    - In the email provide the student’s name, DOB, USID, old withdrawal code, and new withdrawal code
  + If the new withdrawal code requires documentation, upload the appropriate documents to the sharing server

**For either an over or an under 18 drop out (withdrawal code 0 and 1):**

* If a school receives confirmation of GED or high school equivalent diploma for any student previously entered into PowerSchool as a withdrawal code 0 or 1:
  + The school should change the withdrawal code to the appropriate number
  + Annotate in Power School exit comment box the reason for the change
  + Email [assessment@cmcss.net](mailto:assessment@cmcss.net) with the name of the student and what change to the withdrawal code was made

**Transfer to another Tennessee public school (withdrawal code 3):**

* For high school: The new school district receiving this student must enter the student into their EIS system using the student’s correct USID or this student will be counted as a non-graduate
* Schools must receive at a minimum a request for records from the student’s indicated new school. When a request for records or confirmation from the new school the student has enrolled it should be assumed the student/parent/guardian has misled the school as to the student’s intent to reenroll.
  + When a request for records is not received within 15 days:
    - The school contacts all people on emergency card through email and phone to get new school location so appropriate proof can be received
    - If the student cannot be located they are to inform the Attendance Teacher so he or she may visit the home to try to locate the student
    - The school and Attendance Teacher will work together to exhaust all options on trying to make contact
    - Truancy procedures should be followed when applicable
* For high school: While a request for records or written proof of enrollment (both originating from the new school) will not be sufficient to remove a code 3 student it may be used for an appeal. The document must originate on documentation from the receiving school and not on our letterhead.

**Transferred to another school outside of Tennessee (withdrawal code 5):**

* **Transferred to an out-of-state public school**
  + Schools should seek to receive a records request or written acknowledgment on official letterhead from an administrator at the new school confirming enrollment
  + High schools must upload to the sharing server either:
    - A written records request originating from the receiving public or private school; OR
    - A written acknowledgment on official letterhead from an administrator at the receiving school confirming enrollment
* **Moved out of the country**
  + Schools should seek to receive confirmation from the parent the student is leaving the country
    - It is recommended elementary and middle schools seek to receive one of the two documents listed here for high schools
  + High schools must upload to the sharing server either:
    - Written confirmation from the parent; OR
    - A CMCSS school administrator’s documented conversation with the parent
      * Must be documented by a principal or assistant principal
  + Draft letters from a parent/administrator can be found in Appendix C of this document
* **Foreign exchange students**
  + A copy of the official exchange program paperwork reflecting the year of participation
    - This document is maintained by student services
    - Schools must upload both pages of the document to the sharing server

**Withdrawal to homeschool (withdrawal code 10):**

* The ‘Official Intent to Homeschool form’ must be signed by the parent/guardian prior to uploading it to the server
  + Both pages of the intent to homeschool document (signed) must be uploaded to the server
  + If this document is signed through Student Services, please request this document in no more than 15 days so you may confirm the withdrawal code

**Transferred to and enrolled in an out-of-state online school (withdrawal code 17):**

* Withdrawal code 17 should **only** be used for students who enroll in a school in which the content is delivered via the internet and the school location is not in Tennessee
* The school must upload to the sharing server, either:
  + A written records request from the online school; OR
  + Written acknowledgment on official letterhead from an administrator at the online school confirming enrollment

**Transferred to and enrolled in a non-public school in TN (withdrawal code 6):**

* The document uploaded to the server must:
  + Be on the list of approved non-public schools provided by the state; AND
  + Be a written records request from the receiving non-public school; OR
  + Be a written acknowledgment on official letterhead from an administrator at the receiving school confirming enrollment
  + A list of state approved non-public schools can be found [here](https://sites.google.com/site/cmcssassessment/graduation-data)

**Transferred to a DCS state institution with an education program culminating in a regular high school diploma (withdrawal code 2):**

* An age waiver signed by DCS **does not** meet requirements for use of this withdrawal code
* Transfer must be to an approved DCS school/institution; AND
* Written acknowledgement on official letterhead from an administrator at the state institution that the student is receiving educational serves that culminate in a regular high school diploma
* A list of state approved DCS facilities can be found [here](https://sites.google.com/site/cmcssassessment/graduation-data)

**Transferred to and enrolled in another school in the same district (withdrawal code 4) and Withdrawn to enroll in another school within the district under the provisions of public school choice in accordance with Title 1, Part A, Section 1116 (withdrawal code 04):**

* The receiving school must enroll the student using the correct USID in EIS

**The student is deceased (withdrawal code 8):**

* Schools should upload an obituary or funeral program
  + Printed obituaries from online are sufficient
  + Please do not contact relatives requesting documentation

**Early Graduates (withdrawal code 12):**

* Students graduating early must be included on an end of year, summer, or December graduation roster

**Withdrawal due to permanent illness or incapacitation where no return to school is anticipated and the withdrawal is considered permanent (withdrawal code 7):**

* Only used for students who are so sick or incapacitated (in the written opinion of a physician licensed by the State Board of Medical Examiners) that no return to school is anticipated and the withdrawal is considered permanent

**Deleted (withdrawal code 9):**

* Districts changing this withdrawal code must submit adequate documentation for the new withdrawal code

**Court-ordered placement or other government-mandated placement, such as jail or prison (withdrawal code 11):**

* Written copy of the court order or judgment decision should be kept on file with the district

**Permanent dismissal from TN voluntary pre-K program (withdrawal code 13):**

* The program must provide the state with a written request and justification for permanent dismissal of any child from Tennessee’s voluntary pre-K program. No student should be permanently dismissed without consultation and agreement between the grantee and the Tennessee Department of Education.

**TEIS transition, non-eligible for special education services (withdrawal code 15):**

* Student assigned to grade P3 who are transitioning from Tennessee Early Intervention Services may be withdrawn due to non-eligibility for special education services

**Permanent withdrawal of Students with Disabilities (SWD) who received a completion document but remained in school (up to age 22) under the Free Appropriate Public Education (FAPE) provision (withdrawal code 16):**

* This code only applies to SWD who were included in a prior cohort’s graduation rate and returned to school after previously receiving a special education document
* When the student is withdrawn permanently, withdrawal code 16 should be used.

**Students Expelled/Zero Tolerance (ZT)**

When a student is expelled from your school, do not enter a withdrawal code into PowerSchool. These students should be marked with an exit reason of expelled.

When an expelled student enrolls in a home school: Add a withdrawal code of 10 and retrieve/store both pages of the official Intent to Homeschool form after the parent/guardian has signed.

If the student is in high school and enters the districts virtual program ensure they are added to your schools graduation roster if they complete all credits for graduation.

**Students who are 10 day drops**:

For students who ended in our district the previous year but did not re-enroll in our district the following year within the first 10 days of school:

* These students are 10-day drops for CMCSS
* Schools must still ensure every student previously enrolled in our district re-enrolls in another program after leaving us (if under the age of 18)
* Schools should contact every contact number in PowerSchool and if no contact with verification of re-enrollment is received the student’s information must be referred to Student Services

**Students Completing 8th grade in our district who never attend high school in our district:**

When a student completes grade 8, she/he is required to be automatically enrolled in the next school of progression, which would be the high school. The district and school are responsible for the student and must determine where the student attended grade 9 and withdrawal the student with the appropriate code and documentation.1

1 Quote from the TN Department of Education on page 5 of the ‘2016 Guidance for Cohort Documentation Review’ (Revised 2/3/2016)

**Out of district 17-year-old students entering for an adult education program:**

A memorandum covering ‘Guidance on 17-Year-Old Students Attending Adult Education Programs’ was sent from Christy Ballard (General Counsel, Department of Education) on June 29, 2016. This memorandum clarified ‘that a 17-year-old student may enroll in an adult education program [from out of district or from a private school] without the requirement that the LEA first enroll and drop said student’.

The [full memorandum](https://sites.google.com/site/cmcssassessment/graduation-data) can be found link on the assessment webpage.

**New 17 and 18-year-old students who are credit deficient:**

For students whose four years and a summer have passed:

* SPED Students:
  + Enroll in your school and the IEP team determines placement
* Regular Education Students:
  + Gif the student a registration packet and have them call the Lead School Counselor (Judy Springer) at (931) 920-7901
  + The Lead School Counselor will email individual schools when there is a student to enroll

For students who are still in their four years and a summer eligibility time period:

* Students transferring within CMCSS:
  + Student is to be enrolled, no exceptions
* SPED Students:
  + Student enrolls in your school and the IEP team determines placement
* Regular Education Students:
  + Age of the student does not mater, only the student’s eligibility matters
  + Students who have been on track to graduate are to be enrolled
    - Beginning of senior year, they have the opportunity to earn 7 credits plus 2 in the summer for a total of 9 credits
    - Second semester of senior year they have the opportunity to earn 3.5 credits plus 2 in the summer for a total of 5.5 credits
  + For military dependents who cannot complete their credits with us on time, refer to Military Compacts on page 12 of this manual

The State policy is:

49-6-3005 Children excused from compulsory attendance.—(a)

(5)Children who have attained their seventeenth birthday and whose continued compulsory attendance, in the opinion of the board of education in charge of the school to which the children belong and are enrolled, results in detriment to good order and discipline and to the instruction of other students and is not of substantial benefit to the student.

If you have one of the cases outlined in this section email the Lead School Counselor (Judy Springer) with the name of the student and the reason. The district is required to keep this information on file from the state.

**Military Compact Students**

[The Interstate Compact on Education Opportunity for Military Children](http://www.militarychild.org/the-interstate-compact-on-educational-opportunity-for-military-children-see), passed July 2015 in Tennessee, permits districts in different states to work together in the best interest of the student meeting graduation requirements.

When a senior enters our district whose graduation requirements cannot be meet under TN standards in one year, but can from their prior state they may be eligible for military compact. Also, if a student leaves TN meeting these same requirements he or she may be eligible. If you have a student in either of these situations, please contact the CMCSS Lead School Counselor (currently [Judy.Springer@cmcss.net](mailto:Judy.Springer@cmcss.net)). Through support from central office a determination will be made, next steps will be communicated, and contracts assigned as needed.

Students earning credits in our district who are assigned to military compact status should NOT be enrolled into the district. The school where the student earns his/her remaining credits is responsible for maintaining attendance and sending all final transcripts to the primary school as outlined in the student contract.

Students earning credits in another state, who are assigned to military compact status, and who will receive a diploma from your school should remain enrolled at your school and should NOT have a withdrawal code entered. The school where the student earns his/her remaining credits is responsible for maintaining attendance and sending all final transcripts to you as outlined in the contract.

**Definitions:**

*Cohort Binder* – A binder for a cohort of students containing enrollment logs and hard copies of documents. These documents are then uploaded to the sharing server and moved to the student’s cumulative folder/permanent record.

*Enrollment Coordinator* – The individual at a school tasked with maintaining Cohort Binders and who works collaboratively with the full counseling team and administration to ensure all students withdrawal appropriately.

*Enrollment Administrator* – The administrator at a school tasked with supporting and coordinating with the counseling team to ensure all students withdrawal appropriately.

**Additional Support**

Please send any questions concerning enrollment, questions from this document, or suggestions for this document to: [assessment@cmcss.net](mailto:assessment@cmcss.net) and [Judy.Springer@cmcss.net](mailto:Judy.Springer@cmcss.net)

**APPENDIX A**

**High School Exemplar Timeline**

This timeline is not intended for schools who already have process and procedures in place which ensure every student who withdraws is immediately and consistently tracked until appropriate proof of reenrollment is received, stored, and shared. These schools additionally upload their documents regularly throughout the year and not only in the year the cohort graduates.

The following timeline is intended for all four current cohorts. The Enrollment Coordinator should maintain four Cohort Binders to facilitate these steps.

Daily:

* When a student withdrawals, his or her information is added to their cohort binder in the next available space on the Enrollment Log (see Appendix B)
* When the appropriate documentation is received at the time of withdraw it should be added to the binder
  + Example: A signed letter by the parent informing the school the student is moving out of the country

Every first and third Friday:

* Confirm receipt of documentation for recent withdraws, make contact with parents/guardians for documents not yet received, and contact the Attendance Teacher as needed
* High Schools: Upload documents from the Cohort Binder into appropriate cohort folder on the sharing server
  + Ensure each document is complete and vertical after scanning
  + Name the file using the district naming format
    - School-Cohort Year-Last Name\_First Name
      * Example: Jane Curtin started Clarksville High in the 2015-2016 school year so Jane is a 2015 cohort member and the file name would be: CHS-2015-Curtin\_Jane
  + Be sure you do not accidently delete any files or folders from the server

Every fourth Friday:

* Attempt to track down other students who left but documents were not found
* If the use of cohort binders is new to your school: Beginning with your latest year group (5th in elementary, 8th in middle, 12th in high), begin identify students who have left who you have no proof of reenrollment. Add these students to their cohort’s log. Continue this process until all missing documentation has been identified.
* High Schools: Make contact with dropouts (every six months) to determine status and assist with reentering a program when possible

First of every month:

The Enrollment Administrator monitors all cohort binder logs and discusses any pending issues with the Enrollment Coordinator

Last day of 1st and 3rd Nine Weeks:

The Enrollment Coordinator and Administrator meet with the full counseling team to discuss students with inadequate or missing documentation. This time may be used to assist the coordinator in locating adequate proof of subsequent enrollment. For example: the team could discuss any students who are current dropouts. The person on the team with the closest relationship to the student should make regular contact (approximately every six months) to discuss options/programs the student may be eligible to attend. Enrollment in a GED program should also be discussed. While this may not help our graduation rate, it would help the student to move in a positive direction for their future.

Discussions during this meeting are not just on current cohort members. All students from all four current cohorts with inadequate/missing proof or students listed as dropouts should be discussed.

March or April

* The Accountability and Assessment Team will send an email providing the names of all students in the graduating cohort who are missing documents based on the state cohort data list
* The school confirms the names of missing documents in their cohort binder
  + Continue to attempt to track down students with missing documents you are aware of
  + If names are on the state’s cohort list but not included in your binder (list is provided by the accountability and assessment team), confirm the student, the student’s withdrawal code, locate the appropriate document, and upload the document to the server following the naming protocol

April

* Email the Accountability and Assessment Team at [assessment@cmcss.net](mailto:assessment@cmcss.net) with the names of any current cohort student you expect will be: a fifth year SPED student, a SPED diploma, a SPED occupational diploma, a fifth year general education student, or who has been expelled and will most likely not graduate before the end of the summer
  + Provide the reason from for each student on the list
* School teams continue tracking down missing documentation as needed

March 01 – 05

* The Accountability and Assessment Team will email a list of every student in your graduating cohort
  + This list will detail the students’ names, withdraw codes, and pending information needed or rationale
* The school team confirms all names and withdraw codes on the cohort list and the emails [assessment@cmcss.net](mailto:assessment@cmcss.net) if there are any believed discrepancies
* School teams continue tracking down missing documentation as needed

March 20

* All school rosters have been verified and/or corrected
* Provisional graduation rates are prepared

May

* During the last week of school, the Enrollment Coordinator will give the Lead School Counselor the Enrollment Logs and Withdrawn student cumulative folders for the schools current graduating cohort.

**APPENDIX B**

**Enrollment Log**



**APPENDIX C**

**Out of Country Withdrawal Draft Letters**

(You may copy and paste either letter into a new word document for easy editing)

To: Insert your school Name Here

From: Insert the Parent’s Full Name Here

Date: Insert today’s date here

This letter is to formally inform the Clarksville Montgomery County Schools System that Insert Student’s Full Name and (USID) here will move to insert country here within the next ­insert number of days here days.

Thank you,

Type parents full name here

Type parents current address here

Date: Insert today’s date here

On insert date of conversation with parent here mm/dd/yyyy, I discussed Insert Student’s Full Name and (USID) here with insert his or her here parent, Insert the Parent’s Full Name Here. During this conversation insert parent’s name here indicated insert student’s name here would be moving out of the country to insert country name here, insert the timeframe for the move here.

Type administrators name here

Type administrators position here