Enrollment and Withdrawal

David Ehle
Director, Office of Data Quality and Governance
October 3, 2013
The Usual Reminder…

- Written information via the manual and any clarifications via the Helpdesk take precedence.
- Today’s presentations based on draft materials, subject to change before publication.
Overview

• Background
• Training
• Withdrawal Codes
• New ODE Documentation
• More To Come
Background

• Statewide audit began in July 2012
• Final report Feb 11, 2013
• Recommendations for ODE and legislature
Recommendations

• Increase EMIS Training
• Establish Separate Tracking for Community School Withdrawals
• Document Student Withdrawals
• Withdrawal of Foreign Exchange Students
EMIS Training

• Hiring staff for training
• Train on more than just changes
• Collaboration with field
• December for New Coordinators
  – Definition of “new” TBD
Withdrawal Reasons

• Started with 105 hour community school withdrawals
• Additional cases identified
• Other may be desired, but must be
  – Specific need
  – Supported in law
New EMIS Documentation

- Includes Foreign Exchange and international students
- Can a student be withdrawn?
- What is process?
- What documentation should exist?
- What do I have to do after withdrawal?
New EMIS Documentation

• Section 2.1.1 of the manual
• Still in draft, but much progress
• Overview section
• Specific topics with ORC, OAC, policy
• Some Q&A
New EMIS Documentation

• Policy and Due Process
  – Review your policies!
  – In general, if district initiates withdrawal, must have (Due) process
  – In general, parent has right to enroll student and parent has right to transfer
  – Exceptions typically in law
New EMIS Documentation

• **General Guidelines**
  – Reporting to ODE versus District Responsibilities
    • Live within boundaries, district responsible
    • Provide a service, report to state
    • Not always in sync (e.g. post-DYS, truant)
New EMIS Documentation

• **General Guidelines**
  – Documentation is required…
    • Membership record- at least 5 years
    • External confirmation?
    • Process was followed
    • Single item vs. collection of evidence
New EMIS Documentation

• General Guidelines
  – Recommended examples
    • Transfer- new school request/ODE confirm
    • Court/Agency- official document
    • Parent action- ideally in writing
    • Status change- grade promo, OE ends
    • District action- by policy, notice to parent
New EMIS Documentation

• General Guidelines
  – District Level Policies
  – Due Process
  – Timelines for Action
  – Special Education
New EMIS Documentation

• **Compulsory Education (ORC 3321)**
  – Age 6-18 in school, unless
    • Completed program
    • Homeschooled
    • Specific exception in law
  – Excused absence
  – If withdrawn, there are next steps
New EMIS Documentation

• Residency for School Purposes (3313.64)
  – Not always simple to determine…
  – Divorced Parents
  – Unmarried Parents
  – Adoption
  – Legal Custodian
New EMIS Documentation

• Residency for School Purposes
  – Grandparents
  – Children in Homes
  – Children of Parents in Military Service
  – Self-Supporting and Married Students
  – Special Education
  – Medical Conditions
New EMIS Documentation

- Residency for School Purposes
  - Death of a Parent
  - Building/Buying a House
  - Child of District Employee
  - Domestic Violence Shelters
  - Family Moves
New EMIS Documentation

- **Homeless**
  - Federal law- McKinney-Vento
  - Original or current district

- **Foreign Exchange/International Students (3313.64)**
  - If true FE, transfer out of US at end
  - If traveling, what was plan?
  - Can not assume transfer out of US
New EMIS Documentation

- Court Placement (3313.64)
- Open Enrollment (3313.98)
- Homeschooling (3321.04)
- Discipline/Alternative Schools (3313.66)
- Truancy (3321.19)
- GED (3313.67)
- Examples…
Resources to Come

- Reports/GEN_ISSUES explanations
- New EMIS Manual section (FY14)
- Updates to withdrawal codes (FY14)
- Student Cross-Reference (FY15)
Questions