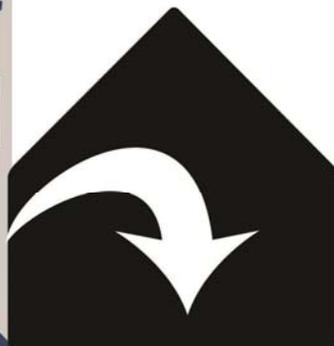


# Fairfax County Public Schools

Department of Special Services  
Department of Instructional Services  
Department of Information Technology

## Student Withdrawal



## Guidelines



June 2014

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# Introduction

Fairfax County Public Schools (FCPS) maintains student records in compliance with laws in the Commonwealth of Virginia and the federal government. The withdrawal of students from school falls under these compliance laws and policies within FCPS. These guidelines outline procedures to be followed when responding to a request to withdraw a student from a Fairfax County Public School.

The purpose of the Withdrawal Guidelines is to:

- provide guidance to schools and parents regarding students who exit FCPS
- ensure consistency across the school system regarding student withdrawal procedures
- follow up with students and confirm their enrollment in another school
- comply with student school attendance requirements
- ensure students continue their education and have the necessary documentation to enroll in their new school, and
- provide accurate and appropriate documentation to be included in the student's cumulative folder.

Following the withdrawal guidelines and policies set forth by FCPS are critical to the success and safety of students, schools, and the division. Incomplete or inaccurate withdrawal documentation can negatively affect each school's drop-out rate (middle and high schools) and the Virginia On-Time Graduation Rate (high schools only).

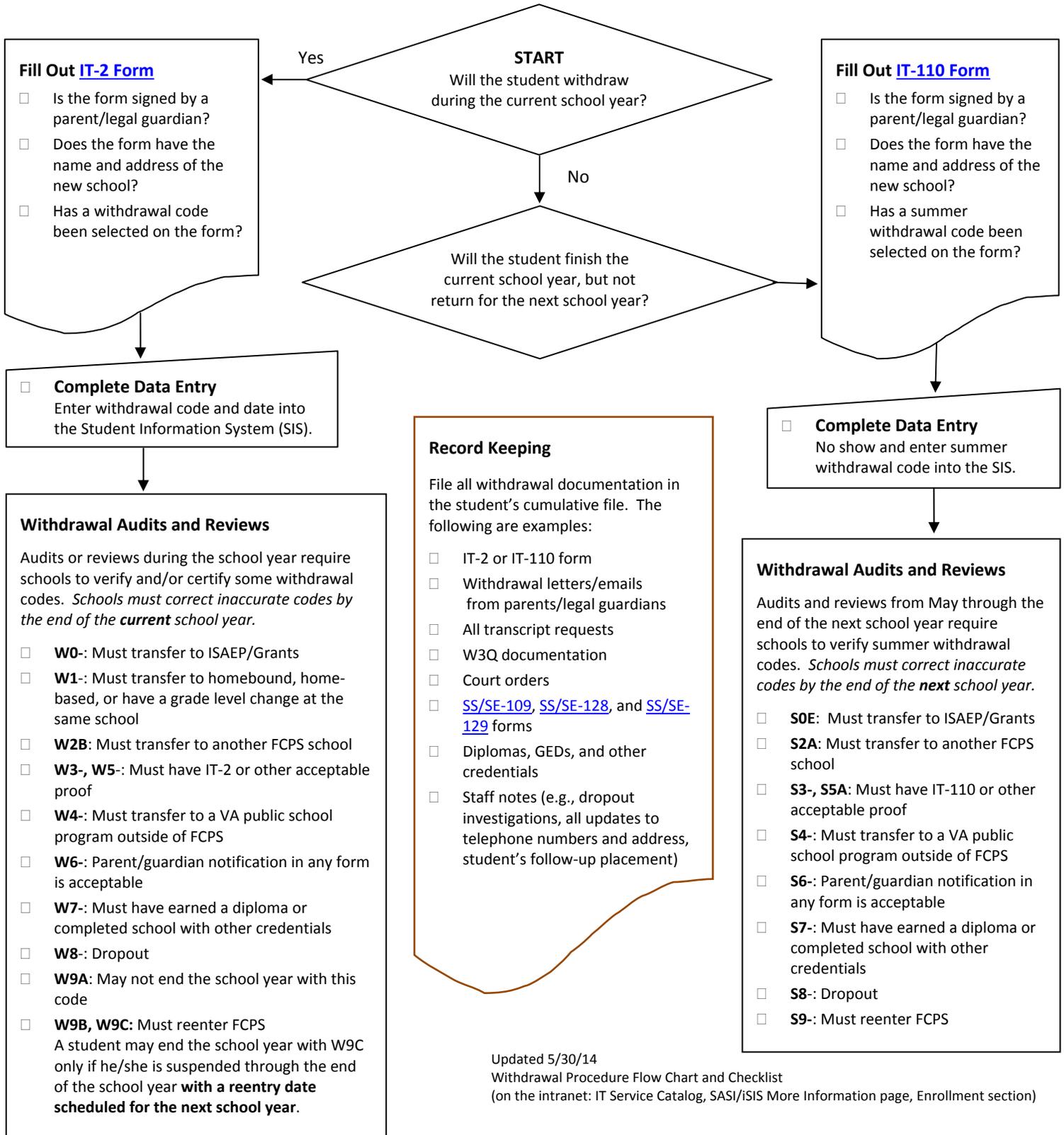
The dropout rate is calculated annually as a percentage of total fall enrollments for the year. The dropout count is a sum of the following:

- summer dropouts (students that completed the prior year of school but who did not return by October 1 of the calculation year),
- regular-term dropouts (students reported as having dropped out over the reporting school year),
- any lost transfer students (students reported to have transferred to another Virginia school, but who were never enrolled in a Virginia school).

The Withdrawal Guidelines were developed by a committee comprised of interdepartmental FCPS staff members who support schools in working with parents and legal guardians during the withdrawal process. This document conveys the importance of following accurate withdrawal procedures from the first notification of withdrawal to enrollment of the student in another school. Accuracy with following these procedures has a direct impact on students and the school system.

Note: Throughout this document the term "parent/legal guardian" means a natural parent with legal custody of the child or a person who has been awarded legal custody of the child by court order, see [Regulation 2240](#), III.A. for a full definition.

# Withdrawal Procedure Flow Chart and Checklist



## Student Withdrawals

### **Notification from Parent/Legal Guardian:**

Upon notice from a parent/legal guardian during the school year that a student will be withdrawn the parent/legal guardian should fill out and sign the “Student Withdrawal” form IT-2, [http://fcpsnet.fcps.edu/it/offices/eis/doc\\_mgmnt/information/it2.pdf](http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/it2.pdf) .

Upon notice from a parent/ legal guardian at the end of the school year that a student will be withdrawn the parent/legal guardian should fill out and sign “Student’s Intention for the Next School Year”, form IT-110, <http://www.fcps.edu/it/forms/it110.pdf>

If a parent/legal guardian other than the enrolling parent requests a withdrawal, the enrolling parent should be notified to confirm the student’s withdrawal. All persons requesting to withdraw students should be properly identified by photo ID and/or physical presence at the school. While it is preferred that a parent signs the IT-2 or IT-110 forms, other acceptable documentation for withdrawal may be submitted e.g. email from parent (printed), drop out investigation, attendance officer follow- up.

**\*Note:** Parents/legal guardians may withdraw students even if they are not the enrolling parent. However, the enrolling parent/legal guardian shall be notified before withdrawing the student.

### **Notification from Non-Custodial Parents or Nonparents:**

Non-custodial parents or nonparents (stepparent, family member, friend, representative or lawyer or advocate) cannot request, notify or actually withdraw a student. If a nonparent contacts the school for this purpose, the school must immediately notify the enrolling parent. Even if the non-custodial parent or nonparent is on the Emergency Care Information form, the student cannot be withdrawn or released until further direction from the enrolling parent. Any person seeking to withdraw a student may be required to show proof of identity and establish that they are a custodial parent as defined by Regulation 2240, III.A. Please call Student Registration if the enrolling parent is no longer reachable (e.g. incarcerated or deported).

If both parents are deceased and the student is living with an individual in loco parentis, the school shall notify the Office of Student Registration to follow up.

### **Unaccompanied Youth:**

School should contact the Homeless Liaison’s Office for guidance at 571-423-4332.

### **Notification from School Districts:**

Records requests from other school districts by fax or email on a school letterhead are considered official withdrawals. Upon request for student records, only copies of the scholastic record should be forwarded to the receiving school. Please see the Scholastic Records Manual:

[http://fcpsnet.fcps.edu/it/offices/eis/doc\\_mgmnt/information/ssrm.pdf](http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/ssrm.pdf)

Should a school district request student records by phone, the FCPS school should ask for a written request on school letterhead to be faxed or emailed.

### **Beginning of the Year No Show Students:**

In accordance with VA Code 22.1-261 and FCPS Regulation 2234, governing student school attendance requirements, school staff must follow up on all enrolled students who fail to attend the next level of school (no show) without having been withdrawn by parents or guardians (i.e., students with no IT-110 form or other withdrawal documentation).

In following up, school staff members should make every attempt to confirm the student's whereabouts and follow up with parents/legal guardians to ensure that the student is enrolled in a public or private school, home school program, or alternative educational program. Documentation of contacts and resolution should be recorded on the "*No Show Students and Lost Transfers Follow Up*" form [http://fcpsnet.fcps.edu/it/offices/eis/doc\\_mgmnt/information/se278.pdf](http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/se278.pdf). The process should be initiated in September of each school year, with follow up requests being referred to attendance officers after the first two weeks of school.

Schools should provide a list of "no show" students to their attendance officers after at least two unsuccessful attempts by school personnel to locate the students. The contact sheet, and previous contact information must be provided to the attendance officer:

[http://fcpsnet.fcps.edu/it/offices/eis/doc\\_mgmnt/information/se77.pdf](http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/se77.pdf). The following is the Code of Virginia:

22.1-261. Attendance officer to make list of children not enrolled; duties of attendance officer.

The attendance officer or the division superintendent or his designee shall check the reports submitted pursuant to subsection A of § 22.1-260 with reports from the State Registrar of Vital Records and Health Statistics. From these reports and from any other reliable source the attendance officer or the division superintendent or his designee shall, within five days after receiving all reports submitted pursuant to subsection A of § 22.1-260, make a list of the names of children who are not enrolled in any school and who are not exempt from school attendance. It shall be the duty of the attendance officer, on behalf of the local school board, to investigate all cases of nonenrollment and, when no valid reason is found therefore, to notify the parent, guardian or other person having control of the child to require the attendance of such child at the school within three days from the date of such notice. (Code 1950, § 22-275.10; 1959, Ex. Sess., c. 72; 1980, c. 559; 1996, cc. 891, 964; 1999, c. 526; 2010, cc. 386, 597, 629.)

### **Lost Transfers Follow Up**

Any student who is withdrawn from FCPS to enroll in a Virginia Public School program, but fails to enroll is considered a lost transfer and requires school staff follow up. A student becomes a lost transfer due to one of these reasons:

- The student *did transfer* to a Virginia public school program. However, the receiving school mistakenly assigned the student a new State Testing Identifier (STI). Information Technology (IT) staff researches these scenarios and works with the other counties to merge the STIs.
- The student *did not transfer* to a Virginia public school program. Staff at the last FCPS school attended must now make every attempt to confirm the student's whereabouts and follow up with parents/legal guardians to ensure that the student is enrolled in a public or private school, home school program, or alternative educational program. School staff must also work with IT staff to change the original withdrawal code to a more accurate one. Documentation of contacts and resolution should be recorded on the "*No Show Students and Lost Transfers Follow Up*" form: [http://fcpsnet.fcps.edu/it/offices/eis/doc\\_mgmnt/information/se278.pdf](http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/se278.pdf).

To initiate the research process, IT staff periodically provides schools with reports of their latest lost transfer students.

## Withdrawal Scenarios

### Withdrawing From a Fairfax County Public School

- **Moving Within Fairfax County:**

The parent/legal guardian notifies the school registrar they are moving within Fairfax County. The parent/legal guardian needs to register in person at the new base school in which they reside and provide proof of residency by completing a new IT-19 form. All student records will be requested from the receiving school. To locate the new base school, please visit:

<http://boundary.fcps.edu/boundary/>

- **Moving Outside Fairfax County:**

A parent/ legal guardian notifies the school registrar to withdraw students when they are moving out of Fairfax County. If the student withdraws during the current school year, the parent/legal guardian fills out the IT-2 form: [http://fcpsnet.fcps.edu/it/offices/eis/doc\\_mgmt/information/it2.pdf](http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmt/information/it2.pdf) . When a student withdraws at the end of the school year, the parent/legal guardian fills out the IT-110 form: <http://www.fcps.edu/it/forms/it110.pdf>

Parents/legal guardians should show physical presence and identify themselves with a government issued photo ID at the school to officially withdraw a student and sign the IT-2 or IT-110 form.

**\*Note:** Parents/legal guardians with custody may withdraw students even if they are not the enrolling parent. However, the enrolling parent should be notified immediately.

### **FCPS Regulation 2234 IV.E Mandatory Withdrawal:**

In order to comply with state recordkeeping requirements, students shall be withdrawn from FCPS student membership rolls after 15 consecutive days of absence regardless of whether their absences are excused or unexcused. Withdrawn students are not excused from mandatory school attendance requirements and are expected to re-enroll as soon as possible. Best practice is for schools to maintain a list of students with a bi-weekly review and referral to the attendance officer, if necessary. Students who withdraw to attend a non-FCPS school should notify FCPS as soon as possible. Regulation 2234 may be accessed at the following link: [Regulation 2234](#)

### **Eighteen Year Old Students and Withdrawal:**

A student upon reaching the age of 18 or upon being emancipated by court order is a legal adult and may make his or her own decisions regarding educational matters and withdrawal. If a student decides to withdraw, he/she or other adult can do so regardless of the parent/legal guardian's wishes. The exception to this is when a parent has been awarded guardianship over an adult student by a court.

**Students Withdrawing from FCPS to Home School:**

- During the school year, parents must sign and complete an IT-2 form. The school withdraws the student with a W3M leave code. The parent has 30 days to notify the home instruction office of their intent to provide home instruction. The school should follow up with the home instruction office to ensure enrollment.
- During the summer, parents must sign and complete an IT-110 form. The school withdraws the student with a S3M summer leave code.

**Student Withdrawing from Home Instruction:**

- An FCPS school or a home instruction parent may contact the home instruction office by phone or in writing that the student is withdrawing from home instruction indicating the reason for withdrawal, e.g., enroll in FCPS, move etc. A formal withdrawal form is not needed.
- Contact the Student Transfer/Home Instruction Office.

## Re-enrollment Procedures

### **Re-enrollment after an FCPS Withdrawal:**

Students who have been withdrawn from FCPS and who are re-enrolling back into FCPS must complete the registration process regardless of the amount of time the student has been out of the county or country. This includes completing a new IT-19 form <http://www.fcps.edu/it/forms/it19.pdf> and verification of Fairfax County residency and appropriate supporting documentation.

### **Re-enrollment of Language Minority Students:**

- Language minority students re-enrolling in FCPS who have left the country for an extended absence of three consecutive months or more (not including the FCPS summer vacation), should be referred to the Student Registration Center for ESOL assessment and for registration. A complete registration must occur which includes verification of Fairfax County residence and appropriate supporting documentation.
- During the WIDA ACCESS testing window, January through March, please refer all language minority students re-enrolling in FCPS to the Student Registration Center for ESOL assessment and for registration regardless of the amount of time the student has been out of the country or county. A complete registration must occur which includes verification of Fairfax County residence and appropriate supporting documentation.

**Appendix A**  
**Additional Withdrawal Information and Forms**

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## Withdrawal to Private and Out-of-State Schools Audit and Certified Dropout Reporting

A monthly audit is conducted for exit codes to verify the accuracy of student withdrawals to all private schools and to public schools outside of Virginia. An additional audit will be conducted for dropouts to ensure that these students are also coded accurately. Students whose exit codes cannot be supported with the appropriate documentation will be required to have their exit codes changed to a more accurate code in the Student Information System (SIS).

The Process:

1. A monthly audit will be conducted on withdrawal codes W3x (to private school) and W5x (to out-of-state public school). A listing report of W8x (dropouts) will be provided for schools to review for accuracy. School staff will be required to submit one support document for each W3x or W5x in their school during the year.
2. Reporting
  - A. Audit reports will be published each month in EDSL School Documents for review and action by school administration and/or the Student Information Assistant.
    - The audit goal is to have no students listed on the report. In order to have a student's name dropped from the audit report, schools are required to submit supporting documentation to Information Technology (IT).
    - Schools will submit evidence to IT to support the use of each W3x and W5x withdrawal code.
  - B. Semiannually, Certified Dropout Reports will be published (at the end of first semester and at the end of the year). The principal's signature is required to certify the data in the report. The signed report will be faxed to Information Technology, 703-329-8965 or 703-329-0791.
  - C. Copies of the signed Certified Dropout Reports will be sent to the Region Offices.
  - D. Due date for submitting required documentation is 10 business days following the audit or certified first semester dropout report publication during the school year.
3. Supporting documentation for validation of the W3- and W5- exit codes:
  - a. IT-2
  - b. IT-110
  - c. SS/SE-109
  - d. SS/SE-128
  - e. SS/SE-129
  - f. Letter or email from the parent/legal guardian informing attending school of withdrawal to a private school or public school in another state. This communication must identify by name the private or public school or school division.
4. Communication Plan
  - a. A reference guide is being drafted and will be published on the Intranet in the Service Catalog under SIS Enrollment.
  - b. School staff will be notified via email and/or Student Information messages when audits/reports are published.

## Student Records to Send to Non-FCPS Schools

Send **copies** of the following items to non-FCPS schools where student is enrolling:

Transcript(s) from all grade levels

Most recent report card if a mid-year withdrawal and information does not appear on a transcript

- Immunizations
- Standardized test scores (SOL, VGLA...)
- Most recent IEP
- Most recent 504 plan
- Discipline incident reports that have occurred within the past 5 years

Example of IT-2: for actual form go to:

[http://fcpsnet.fcps.edu/it/offices/eis/doc\\_mgmnt/information/it2.pdf](http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/it2.pdf).



## STUDENT WITHDRAWAL

Last Name	First	Middle	Student ID	
Address	City	State	Zip	Grade
School Name	<b>EXAMPLE ONLY</b>			Home Room or Counselor

**Required for All Students**

*Withdrawals shown in bold require a letter (e-mail is acceptable) signed by a parent or guardian informing the school of the withdrawal date, reason, and where the student is going. This signed form may also be used to satisfy the letter requirement:*

➡ Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_

New Address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Transferring to (school name and state) \_\_\_\_\_

**Below is for FCPS Use Only**

Withdrawal Code _____		Withdrawal Date _____	
W1A Trf to Same FCPS, Grade Change	W3N Tfr to VA Charter School	W86 W/D, Employment	
W1S Tfr to Homebound, Same FCPS	W3O Tfr to Full-Time College	W87 W/D, Moved-Status Unknown	
W1T Tfr to Homebound, Same FCPS	W3P Tfr Job Corps or Proj Challenge	W88 W/D, Maximum Age	
W1U Tfr to Home-based, Same FCPS	W3Q Tfr to Non-US School	W89 W/D, Expulsion	
W1V Tfr to Home-based, Same FCPS	W4A Tfr to Non-Fx Cnty VA Public	W8A W/D, Parental Privilege	
W0E Tfr to ISAEF or Grants	W4B Tfr to VA State-Oper Institutn	W8B W/D, PK Student	
W2B Tfr to Another FCPS	W5A Tfr to Non-VA US Public School	W8C W/D, Personal Choice	
W3F Tfr to Priv Non-Relig Fx Cnty	W6A Withdrawn, Deceased	W8D W/D, Postgraduate	
W3G Tfr to Priv Non-Relig in VA	W7A W/D, Graduated with Diploma	W9A W/D, 15 Cons Days Absnt-Other	
W3H Tfr to Priv Non-Relig in US	W81 W/D, Achievement Problems	W9B W/D, 15 Cons Days Absnt-Illness	
W3J Tfr to Priv Religious Fx Cnty	W82 W/D, Behavioral Difficulties	W9C W/D, 15 Cons Days Absnt-Suspsn	
W3K Tfr to Priv Religious in VA	W83 W/D, Health Problems	W2E Tfr to ISAEF or Grants-590 use only	
W3L Tfr to Priv Religious in US	W84 W/D, Family	W7B W/D, Othr Credntl-590 use only	
W3M Tfr to Home School	W85 W/D, Financial Hardship		

**W3Q** – School staff must document the conversation with the parent or guardian verifying the intent to transfer to a foreign school; no official parent signature or letter is required. Documentation must be kept in the student’s file.

**When a student does not return to school and the parent or guardian fails to provide written notice**, this form serves as documentation of the withdrawal. If FCPS school staff members believe that the student has moved without notification (W87), they should contact the parent at the last known address or contact the school **attendance officer** for follow-up.

**Required for Middle and High School Students**

	Course	Teacher	Mark to Date	Textbook Received	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					

**Signatures for Clearance (Where Applicable)**

Clinic	Counselor
Library	Student Information Assistant
Finance	Other

➡ School staff should keep the withdrawal letter or e-mail, IT-2 or IT-110 form, W3Q documentation, and **all transcript requests** in the student’s file.

Example of IT-110: for actual form go to <http://www.fcps.edu/it/forms/it110.pdf> or [http://fcpsnet.fcps.edu/it/offices/eis/doc\\_mgmt/information/it110.docx](http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmt/information/it110.docx).



### STUDENT'S INTENTION FOR THE NEXT SCHOOL YEAR

School Name	Current School Year
Student Name (first, middle, and last)	Student ID Number
Teacher Name (optional)	Current Grade Level

**EXAMPLE ONLY**

Will the above named student return to this school next year?  Yes  No

If "Yes" was checked, sign the form and return it to the school.

If "No" was checked, please complete section below, sign the form, and return it to the school.

*This information is important for the following reasons: staffing is based on enrollment and state regulations require that we determine the educational intentions of students leaving FCPS.*

Please check the appropriate statement and enter name of school.	Name of School
<input type="checkbox"/> I am transferring to another FCPS.	
<input type="checkbox"/> I am transferring to a nonpublic school (includes Home School).	
<input type="checkbox"/> I am transferring to another public school division in Virginia.	
<input type="checkbox"/> I am transferring to a public school division in the United States.	

I do not intend to enroll in any public or nonpublic school next year. Please explain what you will be doing:  
 Work  Live in another country  In treatment center  Other (explain) \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Students who are going to attend another school outside the county should take their birth certificate, immunization record, report card, proof of residence, and social security number to register in their new school. A transcript will be sent to the new school upon receipt of request.

**School Use Only** (select one Summer Leave Code and enter School ID \_\_\_\_\_ if going to another FCPS school)

<input type="checkbox"/> S0E Tfr to ISAEP/Grants	<input type="checkbox"/> S3Q Tfr to Non-US School	<input type="checkbox"/> S87 W/D, Moved-Status Unknown
<input type="checkbox"/> S2A Tfr to Another FCPS	<input type="checkbox"/> S4A Tfr to Non-Fx Cnty VA Public	<input type="checkbox"/> S88 W/D, Maximum Age
<input type="checkbox"/> S3F Tfr to Priv Non-Relig Fx Cnty	<input type="checkbox"/> S4B Tfr to VA State-Oper Institutn	<input type="checkbox"/> S89 W/D, Expulsion
<input type="checkbox"/> S3G Tfr to Priv Non-Relig in VA	<input type="checkbox"/> S5A Tfr to Non-VA US Public School	<input type="checkbox"/> S8A W/D, Parental Privilege
<input type="checkbox"/> S3H Tfr to Priv Non-Relig in US	<input type="checkbox"/> S6A Withdrawn, Deceased	<input type="checkbox"/> S8B W/D, PK Student
<input type="checkbox"/> S3J Tfr to Priv Religious Fx Cnty	<input type="checkbox"/> S7A W/D, Graduated with Diploma	<input type="checkbox"/> S8C W/D, Personal Choice
<input type="checkbox"/> S3K Tfr to Priv Religious in VA	<input type="checkbox"/> S81 W/D, Achievement Problems	<input type="checkbox"/> S8D W/D, Post Graduate
<input type="checkbox"/> S3L Tfr to Priv Religious in US	<input type="checkbox"/> S82 W/D, Behavioral Difficulties	<input type="checkbox"/> S9A W/D, Other
<input type="checkbox"/> S3M Tfr to Home School	<input type="checkbox"/> S83 W/D, Health Problems	<input type="checkbox"/> S9B W/D, Illness
<input type="checkbox"/> S3N Tfr to VA Charter School	<input type="checkbox"/> S84 W/D, Family	<input type="checkbox"/> S9C W/D, Suspension
<input type="checkbox"/> S3O Tfr to Full-Time College	<input type="checkbox"/> S85 W/D, Financial Hardship	<input type="checkbox"/> S2E Tfr fr ISAEP/Grants-590 use only
<input type="checkbox"/> S3P Tfr Job Corps/Proj Challenge	<input type="checkbox"/> S86 W/D, Employment	<input type="checkbox"/> S7B W/D, Other Credntls-590 use only

⇒ School staff must keep the withdrawal letter or e-mail, IT-2 or IT-110 form, W3Q documentation, and all transcript requests in the student's file.

IT-110 (2/13)

Example of SS/SE-278: for actual form go to:

[http://fcpsnet.fcps.edu/it/offices/eis/doc\\_mgmt/information/se278.pdf](http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmt/information/se278.pdf).

	<b>No Show Students and Lost Transfers Follow Up</b>
<p>In accordance with VA Code 22.1-261 and FCPS regulation 2234, governing student school attendance requirements, school staff must follow up on all enrolled students who fail to attend the next level of school (no show) without having been withdrawn by parents or guardians. Additionally, any student who is withdrawn from a Virginia Public School and fails to enroll (lost transfer) requires staff follow up.</p>	
<p>In following up, school staff members should make every attempt to confirm the student's whereabouts and follow up with parents or guardians to ensure that the student is enrolled in a public or private school, home school program, or alternative educational program. Documentation of contacts and resolution should be recorded on this form. The process should be initiated in September of each school year, with follow up requests being referred to attendance officers after the first two weeks of school.</p>	
Student Name _____	Student ID Number _____
School _____	Grade Level _____
Last Date of Enrollment _____	Previous School _____
Date Last Attended _____	
Staff Member Name _____	Date of First Attempted Contact _____
Phone Number(s) or Email Contacted _____	
<p>Findings/Results: <b>EXAMPLE ONLY</b></p> <p>Please list any notes about attempted contact (e.g.: phone number disconnected, no answer, etc.)</p>	
Staff Member Name _____	Date of Second Attempted Contact _____
Phone Number(s) or Email Contacted _____	
<p>Findings/Results:</p> <p>Please list any notes about attempted contact (e.g.: phone number disconnected, no answer, etc.)</p>	
Date of Referral to FCPS Attendance Officer _____	
FCPS Attendance Officer Name _____	
Staff Member Signature _____	Date _____
SS/SE-278 (8/30/12)	
<b>Attendance Officer Case Findings</b>	
Confirm Enrolled in or moved	
<input type="checkbox"/> Current School	
<input type="checkbox"/> Other Fairfax County Public School (FCPS)	School _____
<input type="checkbox"/> Homeschooled	
<input type="checkbox"/> Private School	School _____
<input type="checkbox"/> Other Out of County School	School and State _____
<input type="checkbox"/> Move Out of Country	Location or Country _____
<input type="checkbox"/> Status undetermined	
Attendance Officer Signature _____	Date _____
Print Name _____	
SIA or Registrar Final Action (date, code, and sign)	
Withdrawn as a dropout on _____ (date) Withdrawal code used _____	
<b>Documentation for students withdrawing should be included in the cumulative folder in accordance with applicable FCPS records management procedures, Reg. 2701.</b>	
SIA or Registrar Signature _____	Date _____
Print Name _____	
Distribution- Principal, Director of Student Services, Cumulative File	
SS/SE-278 (8/30/12)	
Page 2	

## Sample Fifteen Day Withdrawal Letter



(Date)

Parent/Guardian  
Address

Dear Parent/Guardian:

I am writing to inform you that your student, \_\_\_\_\_, has been withdrawn from \_\_\_\_\_ school because he/she has missed fifteen (15) consecutive school days. We have been unable to reach you to obtain information on the reason for your student's absences. Since school is currently in session, it is essential that you contact our school, and re-enroll your child as soon as possible.

Under Virginia compulsory attendance law, you are required to ensure that your student, aged five (5) to eighteen (18) attends school or completes an approved program of home instruction. If you have decided not to re-enroll your student in public school, notify me of your plans to continue your child's education. Other options are available and provided in the attached Virginia compulsory attendance law and Virginia home instruction documents.

It is our obligation to refer your student to a Fairfax County Public Schools attendance officer for a truancy investigation if you do not confirm your child's plans within five (5) school days.

Sincerely,

Principal

Enclosures:  
Virginia Compulsory Attendance Law  
Virginia Home Instruction Requirements