

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 20, 2018

To: Area Superintendents, Principals and Vice Principals

Subject: **MONITORING DISTRICT LEAVERS**

Department and/or Persons Concerned: All Administrators, Enrollment and Attendance Clerks, Registrars, and Site Techs

DUE DATE: **October 26, 2018**

Action Requested: Review guidelines and implement immediately

Attached: Sample Template Letter: *Request of Enrollment from Receiving School*

Brief Explanation:

Per state and federal guidelines, **official written documentation** must be kept on file for students who leave the district before graduating and:

- (1) enroll in a California private school (T180=CA private school) or
- (2) enroll in an out-of-state school (T200=Out-of-state).

Information provided by a parent or friend of the family whether in-person, by telephone, or email is **no longer** considered sufficient documentation for these two types of transfers.

Examples of official written documentation include:

- A records request from the receiving school (mailed, faxed, or emailed).
- Written communication from an official at the receiving school acknowledging the student's enrollment (mailed, faxed, or emailed).
- A copy of the student's school schedule or report card on the receiving school's letterhead.

Effective immediately, please make sure you have official written documentation on file for any student at your school that transfers out of state or to a California private school. Notify all appropriate staff members of this important change. **If a school is unable to obtain the required documentation, then the student will be considered a dropout per state and federal guidelines.**

(Note: If a student moved out of the country, information provided by a parent or friend of the family, and noted as such on the District Exit page, continues to be sufficient documentation.)

Action requested for past transfers in the Class of 2019 or beyond. Official written documentation needs to be on file for students in the Class of 2018 or later who have already transferred out of state or to a private school. Each site's Enrollment Clerk (School Clerk I or II) and Site Tech/PowerUser will be required to watch the Video Job Aide located at:

https://www.sandi.net/itd/sites/default/files/PS_District_Exit_Page_0.mp4

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The PowerSchool report “Find Exit SDUSD Students,” lists the students who need approved exit pages. To acquire this report, follow these steps:

Go to System Reports and select the sqlReports 4 tab. Expand the CALPADS heading and select “Find Exit SDUSD Students.”

For the students listed on the “Find Exit SDUSD Students” report who left SDUSD to enroll out-of-state or in a California private school, the following is required:

1. Make sure that official written documentation as described above, such as a copy of the records request from the receiving school, is in the cumulative folder of each student on your list who transferred to a California private school or out-of-state school. You will need these records on hand in the case of a state and/or federal audit.
2. If you did not receive a records request or any other official written documentation from the receiving private or out-of-state school, contact the receiving school and request email or fax confirmation (by using the attached template letter) that your student enrolled at their school after leaving San Diego Unified. Place a copy of any confirmation you receive in the student’s cumulative folder. If you do not know the name of the receiving school, you may need to get it from one of your student’s known contacts.
3. Once you have official written documentation on file for a student, fill out the PowerSchool District Exit page, including checking the “Yes” box for “Official Documentation on File.” In the “Additional Information” field, indicate the specific official written documentation provided and on file, and click “Submit.”

The deadline for documenting the Class of 2019 or beyond (who left during the 2017-2018 school year or finished last school year but did not return in 2018-2019), the deadline is October 26, 2018. After these deadlines, the exit codes for students without the required documentation will be changed to E140 (Dropout – no known enrollment), E400 (Dropout – unknown reason), or 360 (Completed grade 12 without completing graduation requirements (dropout).

Please understand that “District Leavers” will be monitored centrally, and communication will be sent to principals and area superintendents with a list of students by site with incomplete exit pages.

Additional suggestions to improve site efforts in locating student and to assist with acquiring official documentation needed:

- Ensure that information from PK-12 Enrollment Cards is current and updated in PowerSchool by the end of September, especially the demographics page with correct contact information.
- Communicate with teachers and friends of the student(s) on the list regarding their enrollment status to determine first if they have any information that may guide in with locating student.
- Connect with school police or campus security to acquire any information known by them regarding location/status of student(s) on list.
- Keep a log of your efforts for each student.

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If you have any questions about exit codes or the District Exit page, please contact Mara Bernd at mbernd@sandi.net or (619) 725-7164.

Thank you for your efforts with this important task!

APPROVED:



Cheryl Hibbeln
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