

GUIDELINES FOR HANDLING DNE STUDENTS

The following are recommended guidelines for handling DNE (did not enter) students that have not entered their assigned schools:

1. By the end of the first week of school, school personnel should cross-reference their records requests (from other schools) with their list of students who have not entered in order to determine if students have enrolled elsewhere.
2. If no records requests have been received, school personnel should try to contact the parent/guardian at their last known home, work, or emergency phone numbers. If unable to contact by phone, a “DNE Letter” should be sent to the home address advising the parent/guardian to enroll their child(ren) or provide the school with information regarding their current enrollment status.
3. If no response is received from the letter, a referral should be made to the school social worker prior to the 20th day of school. The referral is a list of students who have not enrolled using the CrossPointe Report, “STUDENTS WITH WITHDRAWAL CODE DNE STD_C00109. On the date the referral is received, the school social worker will report the identifying information of the referred DNE students to the Court Liaison to be entered into the attendance database. Identifying information includes student name, student ID, school, grade, and ESE exceptionality (if applicable).
4. School social workers will take the necessary steps to determine the current whereabouts of the non-enrolled child(ren) and report back to the school with their findings as soon as they are aware, but not later than the Friday prior to the week of Survey 2 submission to DOE (October).
5. When no valid reason for a student’s non-enrollment is found, the school social worker shall prepare a “3-day letter.” This written notice may be delivered in person or mailed certified with return-receipt to the parent or guardian. The letter requires the student’s enrollment and attendance within 3 days of receipt of the notice.
6. If the student does not enroll after the 3-day letter has been hand-delivered or received through certified mail, the school social worker may complete a packet for violation of the compulsory school attendance law.