Office of Dropout Prevention
Procedures for School Dropout Data Collection

Dropout – The State Board of Education defines dropout as a student who leaves school for any reason, other than death, prior to graduation or completion of a course of studies and without transferring to another school or institution.

School Year - For the purposes of tabulating school dropouts, the term *school year* refers to the twelve-month period that begins October 1 and ends September 30. Thus it includes the summer. Please note, however, that students who reenroll in school after having dropped out during the previous school year and who leave prior to October 1 of the current school year will be counted in the twelve-month collection cycle. This means, for example, that a student who dropped out of school in March of 2017, then returned in August of 2017, but dropped out again on September 21, 2017, will be reported as a dropout in the 2016-2017 count.

Dropout Prevention Team/Committee - Each middle school and high school is asked to develop a dropout prevention team that will be responsible for monitoring students in their school that are at risk of dropping out. One major responsibility of the team is to examine student data to determine which student needs services and the type of services the student might need. The team is also responsible for ensuring that the dropout data for that school is collected and coded correctly.

Members of the team should be: Administrator responsible for attendance/dropouts, School Counselor, Database Specialist, Attendance Secretary, Registrar, Social Worker and Graduation Coach.

School Task for Collection of Dropout Data	Responsible Person(s)
By August 1st Identify Lead Contact Person for Dropout Prevention	School Principal
In July run Withdrawal Report of students who withdrew the previous year	Database Specialist/Attendance Secretary
Dropout Prevention Team Monthly Meeting	Lead School Contact for Dropout Prevention
Begin working Withdrawal List	Dropout Prevention Team
Track Registrar's Withdrawal Log to see where student transferred	Dropout Prevention Team
Secure and Track Student's Request for Records	School Counselors/School Registrar
Track students who withdrew to attend Adult Education and/or transferred – monthly	School Counselors
Track students who went to Adult Education to see if they completed within 2 years	School Counselors
Run "No Show" List after 10th Day of School	Database Specialist
Work "No Show" List to try to identify where students are	Dropout Prevention Team/Social Workers
Team identifies Dropouts, then Coding can begin in PowerSchool	Database Specialist/Dropout Prevention Team

Office of Dropout Prevention Task	Responsible Person(s)
Create Contact List of Lead Contacts for Dropout Prevention	Coordinator of Dropout Prevention
Meet regularly with School Dropout Prevention Teams	Coordinator of Dropout Prevention
Schedule SDE Dropout Prevention and Data Collection Training	Coordinator of Dropout Prevention
Provide Schools SDE's Policies and Procedures for the Collection of Dropout Data	Coordinator of Dropout Prevention
Provide Schools with District procedures for the Collection of Dropout Data	Coordinator of Dropout Prevention
Provide Schools Key SDE Dates/Deadlines and post on Dropout Prevention website	Coordinator of Dropout Prevention
Provide Schools with Weekly Dropout List during Validation Period	Coordinator of Dropout Prevention
Weekly reminder to Principal and Dropout Prevention Team to Update their Data	Coordinator of Dropout Prevention
Weekly update to the Director of Intervention Services on the Dropout numbers	Coordinator of Dropout Prevention
Make Contact with each student on dropout list	Coordinator of Dropout Prevention

Dates To Remember	Action Required	Responsible Person(s)
September 2 - October 2, 2020	Early Dropout Data Validation	Database Specialist/Dropout Prevention Team
October 5 – November 10, 2020	Deadline for Dropout Data Submission	Database Specialist
November 20 – 30, 2020	Early Validation – Correction and Review period for PowerSchool/Adult Education Dropout Data	Database Specialist/Dropout Prevention Team
December 1- 16, 2020	Deadline for Final Submission of PowerSchool/Adult Education Dropout Data	Database Specialist/Dropout Prevention Team
December 18, 2020	Submission of Dropout Data Verification Form to SDE	Coordinator of Dropout Prevention

*The dates above were revised since the printing of the SDE Policies and Procedures Manual