

Drop Out Guidelines

Please be sure to handle each student who drops out or is dropped according to the steps below.

- 1) It is important to inform parents/guardians when a student "drops out" or is "dropped". Personal contact with the parent/guardian should be attempted by the principal. If no personal contact is made a letter is to be sent by the principal.
- 2) All students who "drop out" or are "dropped" due to our "10 day rule" must have an exit interview (by their counselor or principal) and complete the exit interview form. The exit interview form must be completed before the change of membership can be completed.
- 3) Building attendance secretaries will notify Pat Stevens of "drop outs". This should be done through an e-mail and by sending her a copy of the change of membership and the exit interview form. She will inform the GED staff.

STUDENT EXIT INTERVIEW

Date _____ Interviewer _____

Student Name _____ Student Number _____

Gender _____ Age _____ Date of Birth _____

Race/Ethnicity

Reason for Leaving School

- _____ American Indian/
Alaskan Native
- _____ Asian/Pacific Islander
- _____ Black (Non-Hispanic)
- _____ Hispanic
- _____ White (Non Hispanic)

- _____ Academic Problems
- _____ Behavior Problems
- _____ Dislike School
- _____ Child, Married/
Pregnancy
- _____ Desire to Work
- _____ Runaway or Expelled

Academic Program

- _____ General
- _____ Academic or College
Prep
- _____ Vocation/Technical
- _____ Exceptional

- _____ Other

Post Withdrawal Activity

- _____ Homemaker
- _____ Military
- _____ White Collar Worker
- _____ Blue Collar Worker
- _____ GED/Other Education
- _____ Service Worker
- _____ Unemployed
- _____ Other

Other

- _____ Econ Disadvantaged
- _____ Migrant
- _____ ESL
- _____ Sp. Education

Comments: _____
