Virgin Islands Department of Education

Student Withdrawal for Non-Attendance

Standard Operating Procedure

1. DOCUMENT DETAILS

Document Number	PRE-OO1	**Revision #**	1.0
Division	Planning, Research & Evaluation	**Revision Date**	May 21, 2025
Target Audience	District Personnel *(See Scope)*	**Prepared By**	James Richardson Maria Melendez-Tirado, Ed.D.

2. PURPOSE

To maintain accurate and up-to-date enrollment records across all public schools in the Virgin Islands, this policy outlines the procedures for withdrawing students who fail to attend school within the first ten (10) days of enrollment or who stop attending for ten (10) consecutive unexcused school days after initial attendance.

3. SCOPE

This Standard Operating Procedure (SOP) applies to all public schools within the Virgin Islands Department of Education (VIDE) and outlines the required steps and responsibilities for withdrawing students who fail to attend school for ten (10) consecutive school days without valid documentation or communication.

The SOP covers:

- Procedures for identifying and documenting students who do not report to school after enrollment.
- Guidelines for initiating withdrawal for new, returning, and continuing students with ten (10) consecutive unexcused absences.
- Special consideration for students receiving special education services and/or accommodations under a Section 504 Plan.
- Communication protocols with parents/guardians prior to initiating withdrawal.
- Requirements for documentation and property return before withdrawals are finalized.

This SOP is intended for use by school administrators, attendance counselors/counselors, enrollment officers, and district staff responsible for student records and compliance. It ensures consistency and legal compliance in the maintenance of student enrollment records across all VIDE schools.

4. AUTHORITY

This policy is issued under the authority of the Virgin Islands Department of Education (VIDE) in accordance with:

- **Title 17 of the Virgin Islands Code**, which governs education within the U.S. Virgin Islands, including student enrollment, attendance, and compulsory education requirements;
- VIDE's administrative responsibility to ensure compliance with local and federal regulations pertaining to student records and attendance tracking;
- **Compulsory Education Law**, which requires children between the ages of five (5) and seventeen (17) to attend school regularly;
- Federal guidelines, including those established under the **Every Student Succeeds Act (ESSA)**, which require accurate tracking of student enrollment for funding and accountability purposes;
- VIDE's overarching commitment to ensuring educational access, equity, and operational accountability across all public schools in the territory.

5. POLICY STATEMENT

VIDE is committed to ensuring that enrollment data reflects students who are actively attending and receiving instruction. Students who are enrolled but do not report to school within ten (10) consecutive school days shall be withdrawn in accordance with the procedures outlined below.

6. DEFINITIONS

- **No-Show:** A student who is enrolled but fails to attend school for the first ten (10) consecutive school days without any communication, documentation, or participation.
- **Withdrawal:** The formal removal of a student from the school's enrollment records due to non-attendance, transfer, graduation, or other approved reasons.
- **Unexcused Absence:** A student absence that has not been justified by a parent or guardian and does not meet the Virgin Islands Board of Education and VIDE's criteria for excused absences.
- **SAIP (Student Attendance Intervention Plan):** A documented plan developed to address the reasons for a student's chronic absence and outline support strategies for re-engagement.

- **IEP (Individualized Education Program):** A written education plan developed for students with disabilities to ensure access to appropriate educational services in compliance with IDEA (Individuals with Disabilities Education Act).

- **504 Plans:** A formal plan developed under Section 504 of the Rehabilitation Act of 1973 to ensure that a child with a disability attending a public school receives accommodations and support services that remove barriers to learning. These plans are designed to provide equal access to education by addressing physical, emotional, or cognitive impairments that substantially limit one or more major life activities.

7. PROCEDURES

7.1 WITHDRAWAL PROCESS PLATFORM AND WORKFLOW

All student withdrawals must be initiated through **PowerSchool**, VIDE's official student information system. Upon identifying a student who meets the criteria for withdrawal due to non-attendance, school administrators, attendance counselors, counselors or administrative assistants must enter the appropriate withdrawal request in PowerSchool using the designated code.

To withdraw a student from PowerSchool, navigate to the student's record, access their enrollment history, and initiate the withdrawal process, typically by selecting "Withdraw" or "Transfer Out of School". You'll need to input an exit date and code and confirm the action before the withdrawal is finalized. Once the form is printed and signed by the parent and Principal, it is forwarded to the Districts' Registrar's Office for further processing.

7.2 NO-SHOW WITHDRAWALS – NEW OR RETURNING STUDENTS

- Any student who is newly enrolled or returning after a period of absence and fails to attend school within the **first ten (10) consecutive** school days will be considered a "No-Show."

- Before initiating the withdrawal process, **a minimum of three (3)** documented outreach attempts must be made to the parent/guardian. These attempts should be made via multiple communication methods (e.g., phone calls, emails, and mailed letters) and must be logged in the student's cumulative folder and PowerSchool.

- After the 10th consecutive day of non-attendance, the student shall be withdrawn using the appropriate withdrawal code.

- The withdrawal date may be backdated to the 11th day of unexcused absence.

7.3 GENERAL WITHDRAWAL FOR EXISTING STUDENTS

- For students who are enrolled and attending, but then are **absent for 10 consecutive unexcused days**, a **minimum of three (3)** outreach attempts must be made before initiating the withdrawal. Withdrawal procedures must begin unless there is documented justification (e.g., medical leave, suspension, etc.).

- A **Student Attendance Intervention Plan** (SAIP) or appropriate intervention must be initiated (See Appendix B).

- IF no contact is established and no documentation justifying the absences is received, the student may be withdrawn on the 11th day. All communication logs must be filed in the student's cumulative folder and uploaded to PowerSchool.

7.4 SPECIAL EDUCATION STUDENTS

- Students with an **Individualized Education Program (IEP)** or a **504 Plan** shall not be withdrawn without consultation with the Special Education Coordinator or District Designee.

- All procedural safeguards must be followed before withdrawal is finalized to include:

    - **Review of the student's IEP or 504 Plan** to determine whether absences are related to the student's disability;
    - **Documentation of attempts to re-engage the student and family**, including communication logs and any supports or interventions offered;
    - **Prior written notice** provided to the parent/guardian regarding the proposed withdrawal and explanation of rights;
    - **Opportunity for a manifestation determination**, if applicable, to assess whether the absences are a result of the student's disability;
    - **Collaboration with the multidisciplinary team** to determine appropriate next steps and ensure the decision is in the best interest of the student.
    - No student receiving special education services or accommodations may be withdrawn without written confirmation from the Special Education office that all necessary steps have been completed.

7.5 TRANSFER DOCUMENTATION

- If it is determined that a student has enrolled in another school (public, private, online or off-island), schools must obtain confirmation from the receiving school before initiating withdrawal.

- The student shall not be removed from the roll until all Department-issued property (e.g., laptops, textbooks, etc.) is returned.

8. RESPONSIBILITIES

- School Administrators must ensure attendance is recorded daily and that follow-up begins within 24 hours of a student's unexplained absence. Timely outreach is critical to identifying barriers to attendance, re-engaging students, and preventing unnecessary withdrawals.

- Attendance Counselors/Counselors must initiate the withdrawal paperwork and log all contact attempts with families on the Student Contact Log Form (see Appendix C).

- The PRE Director must validate all withdrawal codes used and ensure adherence to VIDE reporting requirements.

9. COMPLIANCE AND ENFORCEMENT

All school administrators, attendance counselors/counselors, enrollment officers, administrative assistants and district-level personnel are required to comply with the procedures outlined in this SOP. Failure to adhere to the policy may result in:

- Inaccurate student enrollment data, impacting funding and resource allocation.

- Audit findings and compliance issues with local and federal education agencies.

- Disciplinary action for staff who knowingly fail to follow the withdrawal procedures.

VIDE's Office of Internal Audit will conduct periodic audits of school withdrawal records to ensure adherence to this policy. Schools found to be out of compliance will be required to submit corrective action plans and conduct the necessary training.

10. IMPLEMENTATION RESOURCES & TOOLS

To support proper implementation of this SOP, the following resources and tools shall be made available to schools:

- Standardized No-Show Letter Templates (for parent/guardian notification)
- SAIP Templates (Student Attendance Intervention Plan)
- Student Contact Log Form

11. CONTRIBUTORS

The individuals listed below provided valuable input and conducted reviews to ensure the accuracy of this document:

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12. REVISION TRACKING LOG

REV	AUTHOR(S)	APPROVED BY	APPROVAL DATE	DESCRIPTION OF CHANGE
1.0	James Richardson María Meléndez-Tirado	Dionne Wells-Hedrington	5/21/2025	Creation of document

Appendix A: Standardized No-Show Notification Letter

Date: _____

Parent/Guardian Name: _____
Address: _____
City, State, ZIP Code: _____

Dear Parent/Guardian,

We are writing to inform you that your child, _____, has not been present at school for the first ten (10) consecutive days of school since enrollment. According to the policies of the Virgin Islands Department of Education (VIDE), a student who does not attend school and has not provided valid documentation or communication regarding their absence may be withdrawn from enrollment.

We understand that there may be various reasons for your child's absence, and we want to work with you to ensure your child's continued educational success. Please contact the school immediately to provide an explanation for your child's absences and to discuss any support services we can offer to assist with re-engagement.

If we do not hear from you within three (3) school days from the date of this letter, we will proceed with withdrawing your child from our enrollment records.

Please contact us at _____ (school phone number) as soon as possible.

Sincerely,

_____
Principal or Designee
School Name
Contact Information

Appendix B: Student Attendance Intervention Plan (SAIP)

This plan is designed to identify barriers to attendance, outline interventions, and document supports provided to re-engage the student. This form must be completed before initiating withdrawal procedures for students with 10 consecutive unexcused absences.

Student Information

Student Name:	
Grade:	
School:	
Date of Plan:	
Student ID:	
Homeroom/Assigned Teacher:	

Attendance Summary

Date of Last Attendance:	
Number of Unexcused Absences:	
Dates of Absence:	

Identified Barriers to Attendance

(Check all that apply and provide details)

☐ Transportation issues

☐ Health concerns (student or family)

☐ Mental health concerns

☐ Housing instability

☐ Family responsibilities or childcare

☐ Bullying or safety concerns

☐ Lack of engagement or motivation

☐ Other (please specify): _____

Interventions and Support Provided

Describe the actions taken to support the student's return to school (e.g., meetings, referrals, academic support, counseling):

Plan for Re-Engagement

Detail the agreed-upon steps and timeline for the student to resume attendance. Include staff responsible and follow-up dates:

Parent/Guardian Contact Information

Name:	
Phone/Email:	
Preferred Contact Method:	

Signatures

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

School Official Signature: _____ Date: _____

Appendix C: Student Contact Log Form

This form is to be used to document all outreach attempts made prior to initiating the student withdrawal process. A minimum of three (3) contact attempts using varied communication methods must be documented. Attach this completed form to the student's cumulative file and upload to PowerSchool once available.

Date of Attempt	Time	Method (Phone, Email, Letter, etc.)	Contact Name/Relation	Outcome/Response	Staff Initials

Note: All outreach attempts must be reasonable and varied. Documentation of these attempts is required before withdrawal can be finalized.