
ADMINISTRATIVE REGULATIONS**SECTION: Curriculum****SUBJECT: Determination and Documentation of
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The principal, assistant principal, or counselor shall make all withdrawal reason determinations in the secondary schools.

When withdrawing a student the reason should be documented and verified by a signature of the individual authorized for this task. The acceptable documentation in most cases is a withdrawal form signed by the parent/guardian/adult student. When the above cannot be obtained there are several alternatives:

- A fax or printed email from the P/G/AS and logged in by the authorized individual.
- Requests for records from the enrolling educational facility.
- A phone conversation with the P/G/AS and logged in by the authorized individual.
- Documentation stating that attempts were made to contact the P/G/AS by phone and/or visit to the residence and conversation with the utility provider to verify if the residence is still maintained.

For cases when the district instigates the withdrawal a copy of the proper document should be placed in the student's folder.

- Expulsion order.
- Lack of attendance statement signed by the authorized individual.
- Signed statement of an authorized individual documenting that the student does not live within the school district, falsified vital information on the enrollment form, or medical information was not provided within the statutory limit.

For the cases when the student is removed from the district by an agency other than the district. Documentation from the removing agency should be on file if available.

- CPS rarely notifies the school district when a student is moved. If this happens then the district should document what has transpired.
- A court order or incarceration notice from the court, juvenile probation, or police department should be available, but when it is not the district should provide a statement of what happened to the student.

Graduation or met graduation requirements but failed the exit TAAS exam can be documented by a transcript showing that the graduation requirements have been met.

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- I. A parent or adult student signature on the withdrawal form, or as an alternative, a documented telephone conversation signed by the appropriate school official, is enough for the following reasons:
- A. Enrolling in another educational setting
 - 1. Another Texas public school W80
 - 2. Texas private school W81
 - 3. Out of Texas public or private school W82
 - 4. Home school W60
 - 5. Enrolled in College W24
 - 6. HSEP W22
 - 7. Transfer W21
 - B. Voluntarily dropping out of school
 - 1. Academic reasons W14 W84
 - 2. Pursue job W02
 - 3. Join the military W04
 - 4. Pregnancy W08
 - 5. Marriage W09
 - 6. Alcohol/drug abuse problem W10
 - 7. Enter health care facility W30
 - 8. Homeless W15
 - 9. Return to home country W16
- II. A supporting document from the school is to be placed in the student's file to support the following reasons for withdrawal.
- A. Completed program
 - 1. Graduation transcript W01
 - 2. Met graduation W19
 - 3. Completed HSEP W31
 - 4. Finished. Returned. Left W63 W64

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- B. Removal
 - 1. Expelled W78 W79
 - 2. Administrative withdrawal W83
- III. Supporting documents from the appropriate agency are to be placed in the student's file to support the following withdrawal reasons:
 - A. Incarcerated outside the district W61
 - B. Student moved by CPS W66
 - C. Court order to an alternative program W72
- IV. A copy of the death certificate or a copy of the obituary is needed for:
 - A. Death of student W03