

APPENDIX N - Reporting Information about Students Who are Disengaged

Sometimes, despite the most exhaustive efforts by educators, they are unsuccessful in re-engaging some students who may have stopped coming to school. Such discontinuance may occur during the year. It may also occur during the summer; for example, there are students who are registered during the summer and NEVER show up in your district.

The following guidance is designed to assist districts with the reporting of students in such situations to the Public School Information System (PSIS).

When the whereabouts of the student are known:

1. If it has been confirmed by the district that the child is no longer residing in the district, then the district must unregister the child with the appropriate exit code. Proper evidentiary documentation must be maintained at the district to affirm that the child is no longer residing in the district. Examples of such documentation include formal notification by the parent or a formal request for records from the child's new school district.
2. If it has been confirmed by the district that the child is still residing in the district but not attending school, then the district must implement its due process procedures and practices to get the child to start attending school. These steps include but are not limited to sending mail to the student's last known address, home visitation by a school official, referral to community agencies (e.g., Youth Service Bureau, Child Guidance Clinics) filing a referral of educational neglect with the Department of Children and Families (Form DCF-136), and holding PPTs in compliance with Child Find obligations to see if the child is eligible for special education.

If the child is 17 years of age, the parent may withdraw the child by completing an official withdrawal form as prescribed in C.G.S Section 10-184. Additionally, for any child regardless of age, the parent may indicate other reasons for removing the child from school such as transferring to another public school in the state, enrolling in private school, transferring to a charter school, or receiving homeschooling instruction. If, however, the parent refuses to withdraw their child from school, then the child must remain enrolled in PSIS. The district must continue its efforts to try and reengage the child to return to school.

When the whereabouts of the student are NOT known:

1. If the district has been unable to locate the child, then the district must ensure that it has exhausted its due process procedures and practices. These steps include but are not limited to sending mail to the student's last known address, home visitation by a school official, health/safety visit by law enforcement, and filing a referral of educational neglect with the Department of Children and Families (Form DCF-136).
2. If after all these and any additional efforts, the district has still been unable to locate the child then the district may unregister the child from PSIS with an exit code of 25 (Moved, not known to be continuing). The exit date must be the date when the district completes its due process; the exit date should not be backdated. Conversely, if the due process procedures allow the district to verify that the student actually transferred to another school, then the information obtained must be used to report a transfer date. In such cases where the child's whereabouts are unknown, there's no specific time period that dictates when to unregister a student because it will depend on the specifics of the situation and the time it takes for the district to complete their adopted due process procedures. Districts should consider all of the following prior to seeking to unregister a student:
 - Have you made a good faith effort to ascertain the status of the student?
 - Do you have evidence which supports your efforts to locate the student?
 - Do you have documentation of your process leading up to the student's unregister?