

72 Hour Withdrawal Process for Community Schools

STEP 1

1. Who will contact the resident district to determine if the student has enrolled?
2. After how many days will the LEA wait to contact the resident district?



STEP 2

1. Who will contact the student/family if the student has not enrolled in their resident district?
2. When will the staff member contact the family after completing step 1?



STEP 3

1. Who will check ODDEX to determine if the student has enrolled in another district?
2. When and how often will this occur? (# of weeks)



STEP 4

1. Who contacts the student/family if the student has not enrolled in another district?
2. What methods will be used to contact the family.
 - a. Email
 - b. Phone call
 - c. Home Visit
 - d. Text messages
3. What information can the staff member provide the family to help encourage re-enrollment?
-Consider creating a menu of options for the student to complete their education



STEP 5

1. What is the ongoing schedule for contacting the student to discuss options.
2. When will the district stop the process (end of the reporting period).