

## **Students**

### **Disenrollment**

The Board of Education views regular and uninterrupted school attendance as the legal responsibility of each student and his/her parent/guardian(s). Classroom learning experiences are important to the learning process and vital to student success.

In addition, the Board understands and appreciates the critical need and importance of accurate student enrollment counts/data at the district and individual school levels. Such counts are crucial to appropriate fulfillment of the Board's responsibilities related to budget, personnel, and facility planning, currently and long range. District enrollment data, forwarded as required to the State Department of Education, must also be up-to-date and accurate to facilitate the timely, correct and equitable calculations of grant entitlements supportive of district efforts.

The Board directs the Superintendent of Schools or his/her designee to develop and implement the necessary procedures to ensure the accuracy of District enrollment counts through the timely removal from District rolls of those students no longer attending and/or eligible for services in the District.

- (cf. 5111 - Admission)
- (cf. 5112 - Ages of Attendance)
- (cf. 5112.3 - Dropouts)
- (cf. 5113 - Attendance and Excuses)
- (cf. 5113.2 - Truancy)

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in public schools prohibited. School attendance by five-year olds, as amended by PA 97-247

10-76a - 10-76g re special education

10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) - as amended by PA 98-243, and PA 00-157

10-186 Duties of local and regional boards of education re school attendance. Hearings. Amended by PA 96-26, An Act Concerning Graduation Requirements and Placement of Older Students

## **Students**

### **Disenrollment**

Legal Reference: Connecticut General Statutes (continued)

Appeals to state board. Establishment of hearing board

10-198a Policies and procedures concerning truants, as amended by PA 00-157

10-199 through 10-202 Attendance, truancy -in general.

10-221 (b) Board of education to prescribe rules.

10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils

10-233c Suspension of pupils

10-233d Expulsion of pupils

10-261 Definitions

State Board of Education Regulations

10-76a-1 General definitions (c) (d) (q) (t)

10-76d-7 Admission of student requiring special education (referral)

10-204a Required immunizations (as amended by PA 98-243)

Policy adopted: February 12, 2018

THOMASTON PUBLIC SCHOOLS  
Thomaston, Connecticut

## **Students**

### **Disenrollment Procedures**

In order to ensure the accuracy of District enrollment counts, the following procedures shall be utilized:

1. Annually at the beginning of each school year and upon enrollment of a student during the school year, the School Principal shall notify the parent or other person having control of the student ages five to sixteen inclusive (to age 18 effective July 1, 2001) enrolled in school of the obligations pursuant to C.G.S. 10-184 to assure that children between the above cited ages attend school or otherwise show that the child is elsewhere attending instruction.
2. Annually at the beginning of the school year and upon enrollment of a child during the school year, the School Principal shall request from the parent or other person having control of a student ages five to sixteen inclusive, a telephone number or other means of contacting such parent or such other person during the school day. This is also a means to determine whether a child is still residing within the district.
3. Each school shall maintain a system of monitoring individual absences for each student, determining for each student which absences are considered excused and which are which are considered unexcused in conformity with Board policy. Whenever an enrolled student in a school fails to report to school on a regularly scheduled school day, school personnel or volunteers under the direction of the School Principal or his/her designee shall make a reasonable effort to notify such parent or such other person by telephone of the student's absence. This procedure is to be utilized in the absence of a call from the parent/guardian on the day of each absence.
  - a. Schools shall notify parents/guardians of the requirement/expectation that a call be placed to the school (designate to whom) giving the reason for the student's absence.
  - b. The above procedure is to be followed by a written note from the student's parent/guardian to the homeroom teacher indicating the reason for the student's absence. All such notes shall be forwarded to the school nurse's office in order to be kept on file for the duration of the school year. In the absence of a call or written note, the school secretary/nurse/teacher/guidance counselor (designate responsible party) shall contact the parent/guardian to ascertain the reason for the student's absence. A written log of such shall be maintained.

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### **Disenrollment Procedures (continued)**

- c. The above procedure shall be utilized to ascertain student truancy if the student is determined to still be residing in the district but not attending school for a valid legitimate reason. Procedures outlined in the district's truancy policy shall be followed if it is determined that the student is to be classified as truant.
  - d. At the end of each school year, each school shall report to the Superintendent the number of students ages five through sixteen inclusive who have been classified as truants but remain on the district's enrollment list.
  - e. The required meetings with the parents/guardians of truant students and necessary referrals to Superior Court in compliance with applicable statutes shall take place.
  - f. Each month a letter shall be sent from the Superintendent or his/her designee to the parents/guardians of all truant students urging parents to meet with school staff to devise a plan to help the student maintain regular attendance. The letter shall contain the warning of a court FWSN referral.
4. Whenever a student transfers to another school district, the student's records will be transferred to the new district no later than ten (10) days after the receipt of such notification. Upon the receipt of such a transfer of records request, the student shall be disenrolled from the previously attended school.
  5. Parental notification and request for a transfer of records to a new school district shall also be cause to immediately remove the student from the enrollment list.
  6. A student with excessive absences, without excuse, shall be referred to the Planning and Placement Team for evaluation for a possible disability.
  7. A student eighteen years of age or older may voluntarily drop out of school and should be removed from the school's enrollment. Students under 18 are subject to mandatory attendance laws unless their parent or other person having control of the child consents, in writing, to their withdrawal from school, after receiving the required information on educational options available in the school and the community. Such action shall be reason to remove the student from the school's enrollment list.
  8. The beginning of a school year presents a unique situation in that a student who previously attended school and/or was on the school's enrollment list does not reappear at the start of the new school year and prior to the official October 1 reporting of enrollment to the State Department of Education. The above cited procedures for "tracking" attendance shall be utilized to determine reasons for the absence, possible truancy, drop out status and continued residency in the town/city. These specific additional procedures shall be utilized:

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### **Disenrollment Procedures (continued)**

- a. After five days of no attendance at the beginning of the school year, a call shall be placed to the home by the person designated by the Principal (secretary, nurse, counselor, social worker, etc.) to determine reasons for absence and continued residency in the District. The parent/guardian and the student will also be notified by mail.
- b. After two weeks of continued no attendance, another call shall be placed by the designated party to determine reasons for absence and continued residency in the District. A letter, as above, shall also be sent.
- c. After a period not to exceed three weeks (fifteen absences) from the first day of the new school year and after the above mentioned attempts a registered letter, "return receipt requested" shall be sent to the last known address of the student in which notification is given of the removal of the student from the official enrollment list of the district/school if the student is over 16 (18 after 7/1/01) years of age. A student under age 16 (18 after 7/1/01) may be disenrolled if through this process it is determined that the student is no longer residing within the town/city.

(cf. 5111 - Admission)

(cf. 5112 - Ages of Attendance)

(cf. 5112.3 - Dropouts)

(cf. 5113 - Attendance and Excuses)

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