

Administrative Procedures for Withdrawal from School
(Attachment for Policy No. 208)

Purpose:

Once a student has been registered into the School District of Philadelphia, it is the responsibility of the school to maintain accurate enrollment and attendance information. Since students leave our schools for a variety of reasons, the following procedures provide guidance for the withdrawal of students from the School District of Philadelphia.

Procedures:

Withdraw codes and their uses:

Withdraw Code	Description	Use
WD01	Student left school without transferring or dropped out:	<ul style="list-style-type: none"> a. Moved from district and/or to another state, not known to be in school. b. Quit school. c. Left school without diploma or other certification after passing age up to which the district was required to provide a free, public education. d. Issued a General Employment Certificate, Farm or Domestic Service Exemption Permit. e. Attends an institution that is not primarily academic (military, Job Corps, corrections, etc.) and does not offer a secondary education. f. Attended Kindergarten and withdrew. g. Whereabouts unknown. h. Student kidnapped. i. Is not in school but known to be suspended or expelled and their term of suspension or expulsion is over. j. Is not in school but known to be expelled with NO option to return. k. Is not in school but known to be ill, NOT verified as legitimate. l. Attends a nontraditional education setting, such as hospital/homebound institution, residential special education facility, correctional institution, community, or technical college where the program is classified as adult education that is NOT approved, administered or tracked by a regular school district.

		<p>m. Lacks proper immunization.</p>
<p>WD02</p>	<p>Student transferred to another public local educational agency (LEA):</p>	<p>a. Moved from district & known to be in school. b. Transferred to or is reported by another public LEA in Pennsylvania. c. NOT in school but known to be expelled and enrolled in another school and/or district. d. Committed to correctional institution and is enrolled in an education program. e. Attends a nontraditional education setting, such as hospital/homebound instruction, residential special education facility, correctional institution, community, or technical college where the program is administered by an agency that is considered a special school district or extension of a regular school district or the program is an off-campus offering of a regular school district. Special Education student who does not change district of residence, however, due to IEP is transferred to a special education placement (Student record would be updated to special education referral =Y, location code = 9999, graduation status = blank)</p>
<p>WD03</p>	<p>Student transferred to a private or nonpublic school or out of the state of PA, or out of the United States:</p>	<p>a. Transferred to a homeschooling program. b. Transferred to a non-public or private institution. c. Transferred out of the state of PA or foreign exchange program. d. Moved out of the United States, enrollment status not known. e. Attends postsecondary institution (early college). f. Attends an institution that is NOT primarily academic (military, possibly Job Corps, corrections, etc.) and offers a secondary education program. g. Verified physically or mentally incapacitated. h. Is not in school but known to be ill, verified as legitimate. i. Is not in school but known to be suffering long-term illness and NOT receiving education services (residential drug treatment, severe physical or mental illness). j. Is not in school but known to be suspended or expelled and their term of suspension or expulsion is not yet over.</p>

		k. Is not in school but known to be planning to enroll late (e.g., extended family vacation, seasonal work).
WD04	Student fulfilled graduation requirements.	Received some other recognized credential, such as a certificate of attendance or GED.
WD06	Student deceased	Student has died
WD09	Student enrolled but did not show:	a. Status is unknown. b. Attended summer school – was not enrolled during the regular school year.
WD11	Student changes program, grade, residency status, etc. but stays in same school/location within the same LEA during the school year.	a. Must immediately re enroll with an R11-Rentry same school/location code b. Does not affect full academic year (FAY)
WD12	Student changes program, grade, residency status, etc. resulting in a change in school/location within the same LEA during the school year.	a. Must immediately re enroll with an R12-Reentry to different school/location code within the same AUN b. Does affect Full Academic Year (FAY)

Unable to Locate - Withdrawal Procedures

Compulsory School-Age Students (age 6 to the day they turn 17 years old)

Schools are to follow the truancy process, complete a Student Attendance Improvement Plan (SAIP), and refer the student to the Office of Attendance and Truancy. Additional information on supporting students with regular attendance to ensure students remain in school, can be found in the Attendance and Truancy guidelines. If Family Court/DHS (Department of Human Services) are unable to locate the family's whereabouts, the student may be withdrawn from roll, using

code (WD01), and a copy of the Truancy Court Order must go in the pupil pocket. Student's withdraw date can be backdated to the 11th consecutive unexcused absence.

Note: Once student is enrolled in Kindergarten, they are subject to the Pennsylvania Department of Education School compulsory age law.

Non-Compulsory School-Age Students (17 years old and over)

Students who are 17 years of age and over are beyond the compulsory age for school. If a student has been absent for ten (10) consecutive days, an overage letter is to be mailed to the home (The overage letter can be found on the Attendance and Truancy Website). Please include information to the Re-engagement Center. If the school does not hear from the student within ten (10) days from sending out the overage letter, the student may be withdrawn from roll. A copy of the letter must be maintained with the existing student file. Student's withdrawal date can be backdated to the 11th consecutive unexcused absence. Students over seventeen (17) years of age, who are absent unexcused the last 30 school days in the prior year, and do not show up at the beginning of the school year, are to be removed from roll as of the first day of school (WD01).

Note: Special Education students should not be withdrawn from roll without consultation with the Special Education Liaison.

School based procedures for withdraws when students move

Parent moves to a new residence within Philadelphia

1. Parent/guardian physically goes to the school and requests a withdraw.
2. Parent/guardian completes withdraw form and provides updated residency information
3. The school confirms the new school district school using the school finder tool or the address search in Infinite Campus.
4. The student can be withdrawn when the sending school receives confirmation from the receiving school that the student/family is present for registration.

Parent moves to a new residence outside of Philadelphia

1. Parent/guardian physically goes to the school and requests a withdraw.
2. Parent/guardian completes withdraw form and provides updated residency information

3. If moving to another school outside of Philadelphia- The student can be withdrawn when the sending school receives confirmation from the receiving school that the student/family is present for registration.

The school the student will be released from the school's enrollment when all School District property (technology, equipment, instruments, etc.) has been returned to the school. Students will not be withdrawn from roll until all materials are returned

Maintenance Schedule:

This procedure will be reviewed annually by the Office of Student Enrollment and Placement

Related Policies and Procedures:

School District of Philadelphia Enrollment Guidelines

Policy 215- Promotion and retention

Policy 217- Graduation requirements