

## *Christ the Teacher Catholic Schools*

# ADMINISTRATIVE PROCEDURES

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<b>SECTION:</b>	300 - STUDENTS	<b>CODE:</b>	AP 341
<b>PROCEDURE:</b>	<b>STUDENT ENROLMENT AND WITHDRAWAL</b>		

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### **BACKGROUND**

Students should be enrolled and withdrawn in a timely fashion and *Active Enrolment Reports* and *Not Re-Enrolled Reports* should be run regularly. The Ministry of Education suggests the following standards of practice.

### **PROCEDURES**

1. Students should be enrolled in the Student Data System (SDS) within 3 school days of registering in the school.
2. When the withdrawal reason is known, students should be withdrawn from the SDS within 10 school days on non-attendance indicating the reason for the withdrawal (e.g., student has moved to another Saskatchewan school or out of province).
3. Non-attendance – Investigation Initiated
  - 3.1 If a student has 4 days of unexplained absences in a month, the principal shall report the absence to the school counselor, who serves as the attendance counselor, for investigation.
  - 3.2 The student is to remain enrolled on the SDS if contact with the student/family is maintained and efforts to achieve regular attendance are ongoing (typically 10 to 20 school days).
4. Non-attendance – Investigation Continues
  - 4.1 The student is to be withdrawn from the SDS within 20 school days using the appropriate withdrawal reason (enrollment outcome) code, even though the investigation continues
  - 4.2 This action results in the student appearing on the school level *Not Re-Enrolled Report*.
  - 4.3 Schools may choose to use code “61 – Discontinued School – monitoring” for students with whom they have contact but who are not attending (truant).
5. Non-attendance – Investigation Complete
  - 5.1 The school principal is to advise Student Records once the best efforts of the school to achieve regular attendance are exhausted.
  - 5.2 The student will be removed from the school’s *Not Re-Enrolled Report*. The student will continue to appear on the provincial report by the Ministry of Education.
6. The following procedures for dealing with students with regular attendance as well as those not re-enrolled are suggested:

- 6.1 Use the *Students Not Re-Enrolled* reporting function to generate a list of not re-enrolled students on a regular basis.
- 6.2 Contact family by phone to have student return to school.
- 6.3 If the matter cannot be resolved by telephone, initiate a home visit.
- 6.4 If the student and his/her family are located attempt to re-establish the school relationship with the student and family. Develop an individualized case plan to assist the student's return to school.
- 6.5 If the student and his/her family are not located or found to have moved; attempt to determine the new location of the family.
- 6.6 Inform Student Records that the address is no longer correct and that the student has not been found. This action will remove the student from the school's *Not Re-Enrolled Report*.
- 6.7 If the investigation determines that the student has moved out of the province, notify Student Records so that the withdrawal reason can be changed, effectively removing the student from the *Not Re-Enrolled Report*.

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