Attendance - Truancy - When to drop a student

As we work through state reporting, we tend to have errors regarding students who are still on our rosters but not attending and haven't attended for months. Cheryl reached out to NDE to determine how we need to proceed. As we evaluated their response, we have determined that we will follow the criteria described below which is based upon the state's guidance.

1. Follow the BPS attendance policy.
2. Send home letters accordingly for absences.
3. Work with the County Attorney when absences are excessive.
4. If the student still attends periodically, continue to work with the community resources available.
5. **If the student leaves town and is no longer able to be contacted, we will move forward as outlined.**
    a. **Follow all of the steps above and the attendance policy**
    b. **At 30 days (10 days after the letter to the County Attorney), work with community agencies to determine if the student is still in the area.**
    c. **If the student is not able to be found, move the student to a 205 - Not Enrolled, Eligible to Return.**
    d. **If the student moves back into the district or starts attending school again, change their enrollment code back to full time student. Communicate with the community resources so we can continue to help this child finish their education.**

At this point in time, if we have any students who have not attended our schools this year, please mark them as a 205. Please work with Cheryl to get the appropriate date noted for their unenrollment date.

Guidance from NDE:
The NDE does not have a rule for when a student is considered truant. Each school district should have their own truancy policy in place. When a student has reached the threshold of the district's truancy policy with no knowledge of the student's whereabouts, the student should be reported with a 205 - Not Enrolled, Eligible to Return enrollment. At that point, attendance will no longer need to be taken. The district should follow their truancy policy and continue to attempt to locate the student.
NDE Document on Drop Outs - HERE

Students in grades 7-12 can be reported as a dropout, regardless of age.

- ***Page 5 of the attached document, #10 - A student that "Is gone (not attending); status is unknown." would be considered a dropout.***

2. What grade levels should be included in reporting dropouts?
Grade levels 7, 8, 9, 10, 11, and 12.

Example: A student completes the 6th grade in 2016-2017 and does not re-enroll by October 1, 2017. This student should be recorded in Enrollment as "Not Enrolled, Eligible to Return" (Enrollment Code 205) in 2017-2018. If the student does not enroll or attend the entire 2017-2018 school year and does not re-enroll by October 1, 2018, the student's Exit Enrollment Code should be 202 in 2017-2018 and the student would be reported as a 7th grade dropout on June 30, 2018 or the last day of school. 2017-2018 is the grade level and school year the student did not complete.

- ***Another example: Student completes the 9th grade in 2019-2020, does not enroll somewhere by October 1, 2020 would be reported with the 205 - Not Enrolled, Eligible to Return in 2020-2021. If the student does not enroll or attend the entire 2020-2021 school year and does not enroll somewhere by October 1, 2021, the student's Exit Enrollment Code should be 202 - Dropout in 2020-2021 and would be reported as a 10th grade dropout on June 30, 2021. 2020-2021 is the grade level and school year the student did not complete.***