

## **FFC R-5 McKinney Vento Students Withdrawals**

### **BRAZOSPORT ISD**

#### **ADMINISTRATIVE REGULATION**

**Contact:** [At Risk Coordinator](#)

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In order to ensure all options for support have been attempted, when a student who qualifies as McKinney Vento attempts to withdraw from school, the following steps should be followed:

1. The student's counselor (or if the student's counselor is unavailable, another counselor or an administrator) shall meet with the student to determine what the student's plan is after withdrawal.
2. Additionally the counselor or administrator shall solicit the student's demographic information, ensuring that all available information is included.
3. After visiting with the student, the school counselor or administrator shall contact the At Risk Coordinator or McKinney Vento Program Specialist to review the student's plan.
4. If it is determined that the withdrawal shall proceed, the school counselor or administrator will request approval to withdraw the student by using the [McKinney Vento Student Withdrawal Request Form](#).
5. The clerk will update all student demographic information in TEAMS, including all available information gathered.

Upon approval for withdrawal:

1. The student shall be withdrawn in the student management system using the appropriate code:
  - o Grades PK - 6th shall use LEFT
  - o Grades 7th - 12th shall use L98 (Dropout)
2. A comment shall be entered in the student management system that indicates the precise plan for the student after withdrawal. (city, state, school if known)
3. A TEAMS withdrawal form shall be printed and signed/dated by the principal and clerk with a notation of the precise plan.
4. The TEAMS withdrawal form shall be completed and placed in the student's cumulative folder.
5. The clerk will follow up within 10 days of the withdrawal to determine if the student has followed through with the stated plan.
6. If the student has not followed through with the plan within 10 days of withdrawal, the clerk will immediately inform the student's counselor and the principal of the campus.
7. The campus will be responsible for making contact with the student/guardian, utilizing the support of the attendance officers if necessary to determine the student's whereabouts.
8. The campus will make every effort to clear the student's dropout coding within 15 days of withdrawal.

Should the student return to re-enroll during the same school year, the following steps should be taken:

1. The student shall be enrolled.
2. The McKinney Vento coding will remain until the end of the school year.

Should the student return to re-enroll after that school year is completed, the normal enrollment process will be followed including completing a Student Residency Questionnaire.

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