

Arizona  
Department of Education

GUIDELINES &  
PROCEDURES

SUBJECT: Pupil Withdrawal & LEA Compliance Audit

I. PUPROSE

The purpose of this guideline is to establish pupil withdrawal and LEA compliance in the Arizona Department of Education (the “Department of Education” or “the department”).

II. GUIDELINE

This guideline applies to any local education agency, school district, charter school, or any other entity in the Department of Education.

- a. Pursuant to A.R.S. § 15-239 (A)(1), the Department of Education may monitor school districts to ascertain that laws applying to school districts are implemented as prescribed by law.
- b. Pursuant to A.R.S. § 15-827 (A), (B), a pupil who enters a school shall present to the principal of the school a properly executed withdrawal form if such pupil previously attended another school in this state. The withdrawal form shall be prepared and distributed by the office of the superintendent of public instruction.
- c. Pursuant to A.R.S. § 15-1042 (H), student information shall include reasons for the withdrawal if reasons are provided by the withdrawing pupil or the pupil's parent or guardian.

In order for the Department of Education to ensure that laws applying to schools are implemented as prescribed by law, the Department of Education hereby establishes pupil withdrawal and LEA compliance guidelines and may conduct pupil withdrawal and LEA compliance audits. The audit shall be conducted on-site and/or electronically at any time. Upon request, the Department of Education may copy records, including all paper, electronic and other records relating to pupil withdrawal. All records requested shall be retained in their original form by the LEA.

Any local education agency, school district, charter school, or any other entity within the department shall cooperate with and make its administrators, teachers, staff, facilities and resources available for the purpose of providing data requested by the Department of Education.



# Official Notice of Pupil Withdrawal

Student Information																						
1. Student's Legal Last Name		2. Student's Legal First Name		3. Middle Name		4. Sr/Jr/2 <sup>nd</sup> /3 <sup>rd</sup>																
5. State Student ID	6. School Student ID	7. Grade Level		8. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		9. Date of Birth (mm/dd/yyyy) / /																
10a. Primary Withdrawal Type  Select the following that best describes why the student is withdrawing from school: <input type="checkbox"/> WD Demoted to the previous grade level during the current school year <input type="checkbox"/> WK Transferred to another calendar track within the same school <input type="checkbox"/> WP Promoted to the next grade level during the current school year <input type="checkbox"/> W1 Transferred to another school <b>in state</b> <input type="checkbox"/> W21/S21 Transferred to attend school <b>out of state</b> <input type="checkbox"/> W2 Withdrawal due to chronic illness <input type="checkbox"/> W3 Expelled or long-term suspension <input type="checkbox"/> W4 Attendance record showing 10 consecutive days of unexcused absence <input type="checkbox"/> W5 Dropout - no intention of completing necessary requirements for diploma <input type="checkbox"/> W6 Age out (Older than 22 years of age) <input type="checkbox"/> W7/S7 Met all high school graduation requirements and awarded diploma <input type="checkbox"/> W15 Met all requirements for Grand Canyon Diploma and awarded diploma <input type="checkbox"/> W8/S8 Deceased <input type="checkbox"/> W9 Transfer to be home taught <input type="checkbox"/> W10/S10 Transferred to a state detention or correctional facility <input type="checkbox"/> W11 Withdrawal to obtain GED <input type="checkbox"/> W12 Transfer to vocational or technical school which does not award HS diploma <input type="checkbox"/> W17 Received GCD; no longer enrolled full-time in AZ public university <input type="checkbox"/> W18 Received GCD; no longer enrolled full-time in AZ community college <input type="checkbox"/> W14 Met all requirements but not awarded GCD; continuing in high school. <input type="checkbox"/> W19 Eligible for GCD; student is no longer enrolled in a full-time CTE program. <input type="checkbox"/> W20 Awarded GCD; post GCD participation unknown or ineligible.				10b. Additional Withdrawal Reason  <b>(Optional)</b> Select one of the following only if applicable:  <input type="checkbox"/> WR1 School identified for Federal School Improvement <sup>1</sup> <input type="checkbox"/> WR2 School identified as persistently dangerous <sup>1</sup> <input type="checkbox"/> WR3 Individual Transfer Option (victim of a violent criminal offense) <sup>1</sup> <input type="checkbox"/> WR4 Pregnancy / Biological Parent of a Child <sup>2</sup>  <sup>1</sup> In accordance with No Child Left Behind and State Board of Education Policy <sup>2</sup> In accordance with <a href="#">A.R.S. §15-1042(H)</a>  <i>Note for WR1 and WR2</i> <i>If a school does not have this designation, or if a student transfers to another school with the same designation, then this withdrawal reason is invalid</i>																		
11a. Data in SMS Added by: (initials)		11b. Date Added (mm/dd/yyyy) / /		11c. Last Day of Attendance or Summer Withdrawal Date (mm/dd/yyyy) / /																		
12. Parent/Guardian Signature		13. Student Signature (if applicable)		14. Date (mm/dd/yyyy) / /																		
Information is certified correct according to School records																						
15. School		16. District /Charter# (CTD)		17. School # (S)		18. Withdrawal Code (based on 10a.)																
19. School Official Signature				20. Date (mm/dd/yyyy) / /																		
Note: If parent or guardian is unable to sign this form, the school district should indicate the reason the signature was not obtainable.																						
<b>21. SPED<sup>i</sup></b> Check all that apply. <table style="width:100%; border:none;"> <tr> <td><input type="checkbox"/> A</td> <td><input type="checkbox"/> HI</td> <td><input type="checkbox"/> MOID</td> <td><input type="checkbox"/> PSD<sup>ii</sup></td> <td><input type="checkbox"/> SLI</td> </tr> <tr> <td><input type="checkbox"/> DD</td> <td><input type="checkbox"/> MD/MDSSI</td> <td><input type="checkbox"/> OHI</td> <td><input type="checkbox"/> SID</td> <td><input type="checkbox"/> TBI</td> </tr> <tr> <td><input type="checkbox"/> ED/EDP</td> <td><input type="checkbox"/> MIID</td> <td><input type="checkbox"/> OI</td> <td><input type="checkbox"/> SLD</td> <td><input type="checkbox"/> VI</td> </tr> </table>								<input type="checkbox"/> A	<input type="checkbox"/> HI	<input type="checkbox"/> MOID	<input type="checkbox"/> PSD <sup>ii</sup>	<input type="checkbox"/> SLI	<input type="checkbox"/> DD	<input type="checkbox"/> MD/MDSSI	<input type="checkbox"/> OHI	<input type="checkbox"/> SID	<input type="checkbox"/> TBI	<input type="checkbox"/> ED/EDP	<input type="checkbox"/> MIID	<input type="checkbox"/> OI	<input type="checkbox"/> SLD	<input type="checkbox"/> VI
<input type="checkbox"/> A	<input type="checkbox"/> HI	<input type="checkbox"/> MOID	<input type="checkbox"/> PSD <sup>ii</sup>	<input type="checkbox"/> SLI																		
<input type="checkbox"/> DD	<input type="checkbox"/> MD/MDSSI	<input type="checkbox"/> OHI	<input type="checkbox"/> SID	<input type="checkbox"/> TBI																		
<input type="checkbox"/> ED/EDP	<input type="checkbox"/> MIID	<input type="checkbox"/> OI	<input type="checkbox"/> SLD	<input type="checkbox"/> VI																		
<b>22. ELL</b>																						
AZELLA Information				ELL Program Information																		
Most Recent Assessment Date (mm/dd/yyyy) / /  Most Recent Overall Proficiency Level _____				Was student receiving ELL services in the current fiscal year? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, program type (SEI type, ILLP, Bilingual): _____  Was student withdrawn from ELL Service in the current fiscal year by parent request? <input type="checkbox"/> Yes <input type="checkbox"/> No due to IEP team decision? <input type="checkbox"/> Yes <input type="checkbox"/> No																		
If your district/charter administered an AZELLA test to this student, please attach a copy of the student's most recent AZELLA Student Report.																						



## Official Notice of Pupil Withdrawal FORM INSTRUCTIONS

### REVISED SEPTEMBER 2016

The information provided below is intended to provide general guidelines for the information to be collected in each box c... Withdrawal Form.

*Required versus Optional:* Submit all required information and any available optional information as applicable. The fields marked as required are necessary for a successful enrollment.

Box #	Required	Description
1	Yes	Last name of the student as it appears on the document used for registration
2	Yes	First name of the student as it appears on the document used for registration
3	No	Middle name of the student as it appears on the document used for registration
4	No	Name extension (e.g., Jr. Sr., III) as it appears on document used for registration
5	Yes	State Student ID is a number issued by the Arizona Department of Education after the enrollment record for this student is submitted to the department; previously called SAIS ID
6	Yes	School Student ID is a number issued by the district/charter
7	Yes	Grade Level is standard PS, KG, 1-12, UE (Ungraded Elementary)
8	Yes	Gender of the student
9	Yes	Date of the student's birth as it appears on the document used for registration
10a	Yes	Type of withdrawal, as identified by the parent/guardian or school official
10b	No	Supplemental withdrawal reason as identified by the student, parent, or guardian (NOT by a school official). <ul style="list-style-type: none"> <li>For WR1 and WR2 - If a school does not have this designation, or if a student transfers to another school with the same designation, then this withdrawal reason is invalid</li> <li>Schools are not required to find out whether or not students are leaving school because of pregnancy. If the school does receive that information, however, it should be reported. As stated in <a href="#">A.R.S. §15-1042(H)</a>: "[T]he student level data shall include reasons for the withdrawal <b>if</b> reasons are provided by the withdrawing pupil or the pupil's parent or guardian."</li> </ul>
11a	Yes	Initials of the individual updating the Student Management System (SMS)
11b	Yes	Date removed from Student Management System
11c	Yes	Last day of attendance (This is the date used for withdrawal date - the date in the Student Management System)
12	Yes	Signature of the parent or guardian of the student (or signature of the student if the student is emancipated)
13	Yes	Signature of the student
14	Yes	Date the form was signed by the person named in box 12
15	Yes	School withdrawing the student
16	Yes	District/Charter # (CTD) County Type District (Must be a 6 digit number)
17	Yes	School # (S) (Must be a 3 digit number)
18	Yes	Withdrawal Code, based on information in 10a – See attached withdrawal code definitions
19	Yes	School Official Signature certifying the information is correct
20	Yes	Date the form was signed by the person named in box 18
21	Yes*	Special Education (SPED) student need *Required for SPED Students
22	Yes**	English Language Learner (ELL) student status **Required for ELL Students

## **DOCUMENTATION OF WITHDRAWAL**

An Official Notice of Pupil Withdrawal form must be completed for students who withdraw. To confirm that a student transferred out, a school or LEA must have “official written documentation” that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma (34 C.F.R. §200.19(b)(1)(ii)(B)(I)). Examples of official written documentation include: a request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma); or a written record of a response from an official in the receiving school or program acknowledging the student’s enrollment. A conversation with a parent or neighbor of a student, for instance, would not be considered official written documentation of a transfer.

A school or LEA must have written confirmation that a student has emigrated to another country (34 C.F.R. §200.19(b)(1)(ii)(B)), but need not obtain official written documentation. For example, if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student’s file.

### **Audit Process**

To ensure pupil withdrawal data is accurate, complete and consistent, the Arizona Department of Education may audit Pupil Withdrawal and LEA Compliance documentation. The scope of the audit will examine data on the Official Notice of Pupil Withdrawal form, supporting documentation and data submitted to AzEDS by the school. The objective of the audit is to ensure accurate reporting consistent with the Official Notice of Pupil Withdrawal policies and procedures.

Upon a student’s withdrawal from a school, the LEA must document the withdrawal of students and maintain the Official Notice of Pupil Withdrawal on file along with supporting documentation in accordance with the LEAs record retention policy. Documentation is required for all Primary Withdrawal Types in section 10a of the Official Notice of Pupil Withdrawal. Documentation supporting use of a Primary Withdrawal Type must be an accepted form of documentation based on the withdrawal type. The Official Notice of Pupil Withdrawal should be signed by the student and/or a parent or guardian if applicable (i.e. student is a minor). Documentation must be signed and dated by an authorized representative of the LEA.

The Department may conduct audits at any time via site visit or desktop review. Upon request, a local education agency, school district, charter school, or any other entity shall provide the Department of Education the authority to examine and copy records, including all paper, electronic and other records relating to pupil withdrawal. All records requested shall be made available in their original form.

Code	Examples of Documentation based on Withdrawal Reason
WD	- Student was demoted to the previous grade level during the current school year
WK	- Transferred to another calendar track within the same school before scheduled end of school year.
WP	- Student was promoted to the next grade level during the current school year.
W1, W21, S21Transfer	- Request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma). - Written record of a response from an official in the receiving school or program verifying or acknowledging the student's enrollment. - Report from AzEDS indicating other enrollment in an Arizona high school (i.e. Dropout tracker report).
W2 Illness	- Documentation of illness from a medical provider. - Documentation from parent.
W3 Expelled or long term suspension	- School expulsion documentation supporting the expulsion.
W4 Absences or status unknown	- Attendance record showing 10 consecutive days of unexcused absence.
W5 Dropout	- Attendance record. - If under age 18, parent's signature on pupil withdrawal form. - If over age 18, parent's/student's signature on pupil withdrawal form.
W6 Age	- Documentation showing student not of school age (under 6 or over 21 years of age). - Documentation showing date of birth.
W7, S7 Graduated	- Official transcript or diploma.
W8, S8 Deceased	- Death certificate. - Obituary, other newspaper article. - Program from the funeral/memorial service. - Written statement from the parent or guardian.
W9 Transfer to be home taught	- Written parental statement.
W10, S10 Transfer to detention	- Copy of court order. - Written notification from a law enforcement agency, the office of the prosecuting attorney, or the jail or penitentiary, that the student is incarcerated.
W11 GED	- Copy of the GED certificate. - Written documentation from the testing company must include the date of GED completion, location, address, or contact information of the company.
W12 Continuing studies at vocational or technical school	- Parent's signature on pupil withdrawal form. - Documentation of enrollment in a vocational or technical school.
W14	- Student has met all of the requirements for the Grand Canyon Diploma but has not been awarded the diploma. Student is continuing in high school.
W15	- Student has met all of the requirements for the Grand Canyon Diploma and has been awarded the diploma.
W17	- Student received the Grand Canyon Diploma but LEA may not count this student : 1. Is no longer enrolled full-time at an AZ public university: or 2. Is no longer enrolled in an AZ public university.
W18	- Student received the Grand Canyon Diploma but LEA may not count this student : 1. Is no longer enrolled full-time at an AZ Community College: or 2. Is no longer enrolled in an AZ Community College.
W19	- Student was eligible for the Grand Canyon Diploma but LEA may not count this student because student is no longer enrolled in a full-time CTE program.
W20	- Student was awarded the Grand Canyon Diploma and the student's post GCD participation is unknown or ineligible.
WR1 School identified as federal school improvement	- Signed documentation from student/parent indicating reason.
WR2 School identified as persistently dangerous	- Signed documentation from student/parent indicating reason.
WR3 Individual transfer option	- Signed documentation from student/parent indicating reason.
WR4 Pregnancy/biological parent of child	- Signed documentation from student/parent indicating reason.

### Home Schooled Students

This code is used for students who withdraw to be taught at home. A.R.S. § 15-802(B)(3) allows a student to be taught at home after certain requirements are met. The parent must file an affidavit with the county school superintendent that the child is attending a regularly organized private or home school. Official written documentation is required to apply this code. Documentation may include a letter of withdrawal or other written confirmation from the parent or guardian, or the affidavit filed with the county school superintendent.

### Summer Withdrawal Codes

Certain S-codes may be submitted when a student fails to attend school as expected by the LEA for the current school year. Beginning in the 2016-2017 school year, only certain withdrawal transactions can use a corresponding summer code. Summer withdrawal codes may be used to update the student's cohort membership in compliance with state and federal laws. If a student assigned a cohort by ADE was enrolled on the last day of the previous school year and was pre-registered for the following school year, the appropriate summer withdrawal code (S-Code) may be submitted to AZEDS to update the student's cohort membership. The applicable S-code may apply to any date between the end of the last school year the student completed and beginning of the new school year for which the student pre-registered. Pre-registered students not assigned a cohort (non-high school) may not require a summer withdrawal if they fail to attend the beginning of the school year as expected.

**EXAMPLE** Jenny, class of 2020, completed her first year of high school with a year-end status of Promoted. She was expected to return as a 10<sup>th</sup> grade student. Jenny moves out of state, and her new school sends a request for a transcript. Jenny's high school in Arizona must update their cohort membership by submitting a withdrawal code of S21 prior to the start of the new school year and document the transcript request accordingly.

### Changes in Withdrawal Codes

The withdrawal codes should be changed retroactively during the school year if additional information becomes available before the Year-End Enrollment Report is filed. Since withdrawal codes are used to calculate dropout and graduation rates, it is to a school's advantage to re-code those students whenever possible. However, ADE may update a student's cohort status based on another qualifying enrollment in another Arizona public school which may award a diploma.

**EXAMPLE** Luis was absent for two weeks, and his whereabouts were unknown. He was withdrawn as a W4. A week later, the school received a request from Maui High School in Hawaii for his school records. Luis's withdrawal was reclassified from a W4 (Absence/Status Unknown) to a W1 (Transfer). The Arizona school must have written documentation that Luis re-enrolled in school prior to the end of the fiscal year in which he dropped out in order to change Luis' exit code from a W4 to a W1.

## Supplemental Withdrawal Reasons

Supplemental Withdrawal Reasons are only compatible with certain specific Withdrawal Codes.

Withdrawal Code	WR1: school choice: school identified for Federal School Improvement	WR2: school choice: school identified as persistently dangerous	WR3: school choice: individual transfer option	WR4: pregnancy / biological parent of a child
W1 Transfer: other school	yes	yes	yes	yes
W2 Illness				yes
W3 Expelled or long term suspension				
W4 Absence or status unknown				yes
W5 Dropout				yes
W6 Age				
W7 Graduated				
W8 Deceased				
W9 Transfer: home taught				yes
W10 Transfer: detention				
W11 GED				
W12 Vocational school				
W13 Completed (AIMS)				

## Special Education (SPED)

If at the time of withdrawal, the student has been identified as eligible for special education (SPED) and related services and has an IEP, please select all disability categories for which the student has been identified as eligible. The disability categories are as follows:

A	Autism	OHI	Other Health Impairment
DD	Developmental Delay	OI	Orthopedic Impairment
ED	Emotional Disability	PSD <sup>ii</sup>	Preschool Severe Delay
EDP	Emotional Disability – Separate Facility, Private	SID	Severe Intellectual Disability
HI	Hearing Impairment	SLD	Specific Learning Disability
MD	Multiple Disabilities	SLI	Speech/Language Impairment
MDSSI	Multiple Disabilities Severe Sensory Impaired	TBI	Traumatic Brain Injury
MIID	Mild Intellectual Disability	VI	Visual Impairment
MOID	Moderate Intellectual Disability		

<sup>i</sup> Per ARS § 15-771(A), the only needs that can be reported for preschool students are: DD, HI, PSD, SLI, and/or VI.

<sup>ii</sup> Not applicable to charter schools