

**I. STUDENT ATTENDANCE REPORTING**

To ensure the maintenance of accurate **student attendance** records, the following procedures are established:

The Principal will:

1. Establish local procedures for daily or period attendance to insure accurate reporting.
2. Identify an attendance clerk who will be responsible for the daily entry of attendance reports into TSIS.
3. Monitor attendance records, including self-contained special education, each 20-day period. A verified copy will be sent to the Administrative Assistant to the Superintendent. This verified report will also meet the requirement for procedure IEC– Verification of Class Size.

The Administrative Assistant to the Superintendent will:

1. Review the 20-day reports submitted by the schools.
2. Report exceptions to the **Deputy Superintendent**

**II. FULL-TIME EQUIVALENCY REPORTING (FTE)**

Full-time equivalents are to be reported to the State Department of Education three times per year. These reports are the basis of all funding, therefore, accuracy is critical. Funds will be provided on the basis of enrollment in different program areas, with each student's enrollment, per hour, counting one-sixth of a full-time equivalent. Program areas will be funded in accordance with assigned weights; consequently, each student's unique schedule is the basis for which all reporting and funding is dependent.

To ensure accurate and up-to-date reporting, the following procedures are established:

- The 20-day attendance report will be verified by the school. The school will record all discrepancies on a printed report and forward a copy signed by the principal to the Director of Technology **or designee**.
- The student database administrator, working with the school will resolve problems immediately. Within ten days, the student database administrator will forward a signed copy of the 20-day report to the principal as verification that discrepancies have been corrected or provide explanation as to problem.
- The 40-day attendance report will be verified and corrected as above.
- Program coordinators will verify accuracy of FTE report for specialized program areas (Gifted, Special Education, EIP, REP, alternative programs). A signed verification will be forwarded to the **Director of Technology or designee**.
- The FTE report will be verified in same manner as the 20-day report. FTE verification of all students is required.

## Page 2 – JB - Attendance

- The Director of Technology, student database administrator, program directors, and **Deputy** Superintendent will review and analyze the final report prior to forwarding final report to the Superintendent.

### *FTE PROCEDURES FOR SPECIAL EDUCATION STUDENTS*

- Each special education teacher will complete the SE FTE-1 form for each student indicating segments and services provided.
- Completed forms will then be forwarded to the principal by designated date.
- Forms must be completed, and forwarded to the principal within three days for any students added after initial submission of SE FTE-1.
- Special education data will be entered for FTE by the school.
- Verification of data will follow same procedure as regular education.
- The director of special education will review and analyze the final report prior to forwarding to the superintendent.

Participation in process and accuracy of the FTE report will become a part of the annual evaluation for principals and directors.

### **III. Withdrawal for Students Over 16 Years of Age**

**A student shall be withdrawn only through written permission of a parent, guardian or “other person” and after a school-based conference is held with the principal (or his/her designee) and the parent, guardian or “other person.” When a parent, guardian or “other person” withdraws a student in accordance with Board of Education policies and procedures, the student’s withdrawal date shall be recorded as the last day of student attendance. If a student is under suspension on the date of withdrawal, the new school of enrollment shall be notified of the terms of the suspension.**

**If an unemancipated student older than the mandatory attendance age as required in O.C.G.A. § 20-2-690.1(a) has not completed all requirements for a high school diploma but wishes to withdraw from school, the student must have written permission of his or her parent, legal guardian or “other person” and a conference with the principal or his or her designee within two school days of receiving notice of the intent of the child to withdraw. The conference members shall consist of the student, the parent, guardian, or “other person,” the principal or his or her designee and any of the following individuals: a counselor, an academic advisor, a graduation coach, a teacher who has taught the student or knows the student well. The conference will be for the explicit purpose of developing a Targeted Assistance Plan (TAP) (*see Form 1*), outlining the detailed requirements, timeline, and necessary supports to lead the student to receive a diploma credential.**

**Page 3 – JB—Attendance**

**If the TAP is accepted, the student will remain enrolled in school and should be monitored by the high school graduation coach or counselor. If the TAP is rejected, the principal or designee will complete the appropriate withdrawal documentation for an unemancipated minor (*see* Form 2) and the student may continue with the withdrawal process.**

**ADOPTED: 01/12/88**

**REVISED: 8/7/00, 7/2/01**

**Columbia County Board of Education**

**Graduation Counts for YOU!**  
Individual Student Action Plan for Graduation

<b>Targeted Assistance Plan</b>					
<b>Actions Strategies and Interventions</b>	<b>Dates for Initial Implementation and on - going Monitoring</b>	<b>Resources Required</b>	<b>Person/ Agency Responsible and Role (list all)</b>	<b>Indicator(s) of Success</b>	<b>Method of Measurement</b>
1 -					
2 -					
3 -					
4 -					

**Form 2—Procedure JB—Attendance**

**Withdrawal Documentation Form**

Name of Student: \_\_\_\_\_

The school received the attached written permission from the above named student's parent, legal guardian or "other person" on (date) \_\_\_\_\_ to withdraw the student from school. Accordingly, a conference was held on (date) \_\_\_\_\_ with the student and parent or legal guardian within two school days of receiving written permission to withdraw.

At the conference, the following educational plans were discussed with the student, and his or her parent, legal guardian or "other person:"

1. The student may pursue a general education development (GED) diploma
2. There are consequences for not having earned a high school diploma which include the following:
  - Lower lifetime earnings;
  - Fewer jobs for which the student will be qualified; and
  - The inability to avail oneself of higher educational opportunities.
3. Targeted Assistance Plan for Graduation (rejected by student and parent or legal guardian)

The above information has been discussed with the parent, legal guardian or "other person," and they request for the student to be withdrawn from school.

Student Signature: \_\_\_\_\_

Parent or Legal Guardian Signature: \_\_\_\_\_

Principal or Designee Signature: \_\_\_\_\_

*\*A copy of this form will be filed in the student's permanent record. Attach School Social Worker Form if the parent or legal guardian is unable to be notified.*