

## **Sparta Area School District**

### Article 542 – Procedures for Withdrawing Students

On the first day that a student is absent after the school has been notified that the student is moving out of the district, he/she will be marked as withdrawn using the appropriate attendance code. When the district receives notice (through WSLs) that the student has been enrolled into a new district, the WSLA administrator will amend the withdrawal date, if necessary.

Students who are withdrawn due to home schooling or enrollment into a regional private school will continue to be marked as absent until the District receives notification from the private school (through a records request) or from the state (through the home school application).

Specifics about the notification of withdrawal received from the parent (whether by phone, personal visit or written communication) will be indicated in the student records program in the Withdrawal Comment Box.

Legal Reference:

Cross Reference:     Article 405 – Pupil Records  
                              Article 501 – Student Attendance

Approved:             November 28, 2006

Revised: