Withdrawing Students Procedures & Scenarios
2024-2025

Withdrawing student that is not returning to CCPS or a Charter school for SY 2024-2025:

- Purge student's schedule by entering a drop date of 08/12/2024
- Locate the 2023-2024 end of year enrollment record and enter or change the drop date of 5/30/2024 (last day of the school year) then enter or change the relevant drop code
- Delete the 2024-2025 enrollment record
  - **Note**: If the 2024-2025 record is the only enrollment record, do not delete the record. Enter 08/13/2024 as the drop date and the relevant drop code
- Enter the note on the Demographic tab: Include who informed you of the student leaving and where the student was going. Sign and date your note
- Send one student per email to corrections@collierschools.com
  - Please type the student # inside the email or in the subject line – helps the FTE team
  - **Note:** If there is a summer school record, update BOTH the regular school year enrollment record and the summer school enrollment record with the relevant withdrawal code
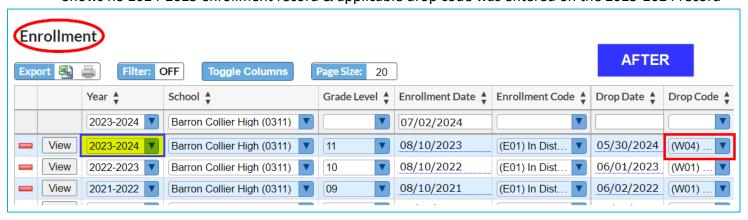
Before print (before any changes are made)
- Delete the 2024-2025 enrollment record (see yellow highlight below)

After print (after changes are made)
- Shows no 2024-2025 enrollment record & applicable drop code was entered on the 2023-2024 record

SCENARIO #2 – DOES NOT REQUIRE CORRECTIONS FOR SURVEY 5

Prior to school starting or on 8/13/2024; student is projected to be at your school on Day 1, but they show up at another CCPS school or Charter school:

- Withdrawing school:
  - Purge student's schedule by entering a dropped date of 08/12/2024
  - Enter drop date of 08/13/2024 and drop code of W02 on the 2024-2025 enrollment record
  - Update the 2023-2024 enrollment drop code to W02
- Receiving school:
  - Enroll the student using the same enrollment code, Prior District, Prior State, and Prior Country codes as the enrollment from the 2024-2025 withdrawing school
  - Delete the withdrawing school's 2024-2025 enrollment record
    - **Note**: If student's 2024-2025 enrollment code is anything other than an E01, the receiving school must copy the appropriate information BEFORE the 2024-2025 record is deleted. This includes the Enrollment codes E02, E2A, E03, E3A, E04, E4A, or E09 and the Prior School, Prior State and Prior Country fields

SCENARIO #3 – DOES NOT REQUIRE CORRECTIONS FOR SURVEY 5

Student enrolled brand new to CCPS or a Charter school and have decided to attend elsewhere and the 2024-2025 enrollment record is the only enrollment record

- Purge the student's schedule by entering the dropped date of 08/12/2024
- Enter drop date of 08/13/2024 and relevant drop code on the 2024-2025 enrollment record
  - DO NOT delete the 2024-2025 enrollment record
- Enter the note on the Demographic tab: Include who informed you of the student leaving and where the student was going. Sign and date your note

SCENARIO #4 – DOES NOT REQUIRE CORRECTIONS FOR SURVEY 5

Student returns from outside of the district and then decides to attend elsewhere without attending a single day and the 2024-2025 is not the only enrollment

- Purge the student's schedule by entering a dropped date of 08/12/2024
- Delete the 2024-2025 enrollment record
- Enter the note on the Demographic tab: Include who informed you of the student leaving and where the student was going. Sign and date your note

SCENARIO #5 – DOES NOT REQUIRE CORRECTIONS FOR SURVEY 5

Student attends your school on day one, 8/13/2024, but then transfers to another CCPS or Charter school for day 2, 8/14/2024

- Drop the student's schedule by entering a dropped date of 08/13/2024
- Withdraw the student using the drop code of W02 and use the drop date of 08/13/2024
- Receiving school re-enrolls the student using the enrollment code of R02 and the date of 08/14/2024
- Do not withdraw a student until the transferring school confirms the student is physically at their site

SCENARIO #6 – DOES NOT REQUIRE CORRECTIONS FOR SURVEY 5

Student does not attend first 5 days of school and you cannot locate the student

- Purge the student's schedules by entering a drop date of 08/12/2024
- Withdraw as of the first day of school, 08/13/2024 and enter the drop code of DNE
  - **Note**: DNE students must be coded by the 6th day of the school = August 20, 2024

- Enter a note on the Demographic tab. Include who you attempted to contact and include who informed you of the student leaving and where the student was going. Sign and date your note

SCENARIO #7 – DOES NOT REQUIRE CORRECTIONS FOR SURVEY 5

Student does not attend first 5 days of school, has been coded as DNE, then student returns on the 6th through the 10th day of school
- Remove the DNE drop code and the drop date of 08/13/2024
- Reactivate the student's schedule by removing the dropped date
- Update the student's attendance by marking them absent for each day they did not attend from the first day of school up to the 10th day when they arrived

SCENARIO #8 – DOES NOT REQUIRE CORRECTIONS FOR SURVEY 5

Student has been coded as DNE, then student returns after 10th day of school
- Direct the parent/guardian to **www.collierschools.com/registration** to complete the virtual registration

SCENARIO #9 – DOES NOT REQUIRE CORRECTIONS FOR SURVEY 5

Student attends your school but then transfers to another CCPS or Charter school from day 2 and thereafter
- Drop the student's schedule by entering a dropped date that matches the drop date on the enrollment tab
- Withdraw the student using the drop code of W02. The drop date is the last day the student was in attendance (it can be a present or an unexcused attendance code – same as the drop date used on the schedule)
- Receiving school re- enrolls the student using the enrollment code R02 using the date of the first day the student is in attendance (there should be no school day gaps between withdrawing schools or receiving school)

Example of transfer: Student's last day in the classroom and the receiving instruction was Friday, 8/23/2024, student then absent on Monday, 8/26/2024 and Tuesday, 8/27/2024. The student starts at the next CCPS or Charter school on Wednesday, 8/28/2024.
- Withdrawing schools uses withdrawal code of W02 and the drop date of Tuesday, 8/27/2024
- Receiving school re-enrolls with an enrollment code of R02 and the date Wednesday 8/28/2024

Example of transfer during Labor Day weekend: Student's last day in the classroom and receiving instruction was Friday, 8/30/2024 and on Tuesday, 9/3/2024, the student was absent. The student starts at the next CCPS or Charter school on Wednesday, 9/4/2024
- Withdrawing school uses withdrawal code of W02 and the drop date of Tuesday, 9/3/2024
- Receiving school re-enrolls with an enrollment code of R02 and the date of Wednesday, 9/4/2024

SCENARIO #10 – DOES NOT REQUIRE CORRECTIONS FOR SURVEY 5

After the 10th day of school starts; student is enrolled to be at your school, but they show up at another CCPS school or Charter school
- Keep the student enrolled
  - Mark "U" for the attendance until the "new" school asks for the student, then follow withdrawal procedure below
- Withdrawing school:
  - Enter drop date with date the student was last supposed to sit with you and enter drop code of W02 on the 2024-2025 enrollment record
- Receiving school re-enrolls the student using the enrollment code R02 using the date of the first day the student is in attendance (there should be no school day gaps between withdrawing school or receiving school)