I. Policy

II. Procedures

Definition – A dropout is a student who terminates his/her formal education. A dropout is a student who, for any reason other than death, leaves school before graduation or completion of a Maryland-approved education program (including special education program) and is not known to enroll in another school or state-approved program during the current school year. Explanations of causes for dropping out can be found in the Pupil Attendance Register of the Maryland Student Records Manual.

A. Students Declaring Intention to Withdraw from School (Age 18 and Older)

Once a student has declared his/her intention to withdraw from school, a conference must be scheduled immediately with the school counselor. Parents must be invited to participate in this conference. The school counselor will explore all options the student may have to continue his/her education (see attached documentation form). Should the student elect not to pursue any options available to him/her then an exit conference must be held with the principal, counselor, parents, student, and pupil personnel worker. This conference is to ensure that all possible options have been explored to continue the student's educational program. Should the parent and student refuse, or are unable, to meet at the school, the pupil personnel worker will attempt to visit the home to meet with the parents and student. At this interview, the reasons for withdrawing and plans for further education will be discussed.

B. Review of Student’s Case at Monthly Dropout Meeting

After a face-to-face interview takes place, the pupil personnel worker will enter data on the student in the dropout database. Each potential dropout’s case will be reviewed at the monthly dropout meeting involving the pupil personnel worker, the director of Student Services and the executive director of School Administration and Leadership. After all schooling alternatives are discussed and the dropout decision is approved, the pupil personnel worker will notify the registrar at the school of the date and withdrawal code for each dropout, have the dropout exit interview form placed in the student’s permanent record file, and notify the student and parent in writing of the student’s official withdrawal date.
C. A Student 18 Years or Older and Whereabouts Unknown

When a student is 18 years or older and his/her whereabouts are unknown, school personnel will notify the pupil personnel worker. The pupil personnel worker will investigate and make every effort to locate and interview the student and parents. If efforts to locate and interview the student and parents are unsuccessful, and the student has 10 or more consecutive unlawful absences, the pupil personnel worker will complete the exit interview form on the student, notify the registrar with the reason and date of withdrawal, and place the exit interview form in the student’s permanent record file.

APPROVED:

Original signed by

Theresa R. Alban
Superintendent
Students Dropping Out of School after Age 18
Exit Interview Form

Student Information

Name: ___________________________________________  D.O.B.:  ____________  Grade:  _____

Address: ___________________________________________________________________________

Phone:  ____________________________

Local ID Number:  _____________________  State ID Number:  __________________

Race/Ethnicity:  ______________________  Gender:  □ Male  □ Female

Parent/Guardian:  ___________________________________________________________________

Parent/Guardian Address:  ____________________________________________________________

School Information

Name:  ___________________________________________________________________________

Address:  _________________________________________________________________________

Phone Number:  __________________________

Contact with Parent/Guardian:

Date:  ______________________  □ Phone call  □ Meeting  □ Home visit  □ Other___________

Date:  ______________________  □ Phone call  □ Meeting  □ Home visit  □ Other___________

Date:  ______________________  □ Phone call  □ Meeting  □ Home visit  □ Other___________

Counselor Intervention/ Meeting

Date:  ______________________

Present at meeting:  __________________________________

Total Credits Earned: ________  Total Credits Needed: _______

Courses needed for graduation:  _______________________________________________________

cc:  Student Record
    Director of Student Services
Student’s reason(s) for dropping out: __________________________________________
___________________________________________________________________________

Interventions/Alternatives/Options discussed: ______________________________________
___________________________________________________________________________

Administrator/Student/Parent/PPW Conference

Date: __________________________

Present at meeting: __________________________
___________________________________________________________________________
___________________________________________________________________________

Student’s reason(s) for dropping out: __________________________________________
___________________________________________________________________________

Final alternatives presented (including GED/Job Corps/FreeState Academy: ______________________
___________________________________________________________________________

Plans for future education: _________ __________________________________________
___________________________________________________________________________

FINAL DISPOSITION

Dropout Meeting Date: ______________ Final Exit Code: ___________ Exit Date: _______________

Signature of Pupil Personnel Worker               Date