

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-12
Subject: STUDENTS DROPPING OUT OF SCHOOL AFTER AGE 18	Issued: 5/10/79
Preparing Office: OFFICE OF THE SUPERINTENDENT	Amended: 9/4/18

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