

ENTHEOS ACADEMY

Student Membership Reporting Procedure

Date of Withdrawal for Students – Ten-Day Rule

For proper membership accounting, the date of withdrawal must be the day after the last day of attendance or within 10 days after the last day of attendance on which it is officially known that the pupil has left school for one of the following reasons: completion, dismissal, death, transfer or administrative withdrawal. The date does not necessarily have to be the day after the last day of attendance, but in **no case** may it be longer than **10 days after the last day of attendance** at any time during the year except in case of: (1) sickness, (2) hospitalization, (3) home and hospital services being provided according to district policy, (4) pending court investigation and action, and (5) prior-approved trip. (Home and hospital is comprised of two hours of instruction per week, with at least one contact per week and documentation of that contact on record for the auditors.)

Schools must withdraw students after 10 consecutive days of absence, unless they fit one or more exceptions listed above. A letter should be sent by the school notifying the parents of the withdrawal. See sample below.

If a parent attempts to get a Home School affidavit and withdraw their student after they have been referred to truancy court the court process will continue even if they are in Home School.

Court ordered students in the truancy program must not be withdrawn from school records. The court process will continue for students who have been referred for truancy, even though they may withdraw from school in the meantime.

10-Day consecutive Absences Attendance Letter- **Sample**

CERTIFIED MAIL

[Insert Date]

To the parents of [STUDENT NAME]:

Our school records indicate that [STUDENT] has 10 consecutive unexcused absences at__School.

Due to having ten consecutive unexcused absences, your child will be withdrawn from
_____ School on [LIST DATE] in accordance with the Utah Administrative Code (R277-419-1).

In accordance with 53A-11-Part 1-101.5, the parent of a school-age minor shall enroll and send the school-age minor to a public or regularly established private school and Board Rule R277-607-5 parents of school-age minors shall cooperate with school boards and charter school boards to secure regular attendance at school by school-age minors for whom they are responsible.

Please contact the school immediately at_____ to re-enroll your student. If your child is enrolled in another educational institution, please provide documentation to_____school indicating the enrollment date.

Sincerely,

Director

cc: Permanent File

