

**Official Notice of Pupil Withdrawal**  
**Arizona Public Schools**



Student Information					
1. Student's Legal Last Name		2. Student's Legal First Name		3. Middle Name	4. Sr/Jr/2 <sup>nd</sup> /3 <sup>rd</sup>
5. SAIS Student ID	6. School Student ID	7. Grade Level		8. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	9. Date of Birth (mm/dd/yyyy) / /
10a. Primary Withdrawal Type Select the following that best describes why the student is withdrawing from school:				10b. Additional Withdrawal Reason	
<input type="checkbox"/> W1 <input type="checkbox"/> S1 Transfer to another school <input type="checkbox"/> W2 <input type="checkbox"/> S2 Illness <input type="checkbox"/> W3 <input type="checkbox"/> S3 Expelled or long term suspension <input type="checkbox"/> W4 <input type="checkbox"/> S4 Absence or status unknown <input type="checkbox"/> W5 <input type="checkbox"/> S5 Dropout <input type="checkbox"/> W6 <input type="checkbox"/> S6 Age <input type="checkbox"/> W7 <input type="checkbox"/> S7 Graduated <input type="checkbox"/> W8 <input type="checkbox"/> S8 Deceased <input type="checkbox"/> W9 <input type="checkbox"/> S9 Transfer to be home taught <input type="checkbox"/> W10 <input type="checkbox"/> S10 Transfer to detention <input type="checkbox"/> W11 <input type="checkbox"/> S11 GED <input type="checkbox"/> W12 <input type="checkbox"/> S12 Continuing studies at vocational or technical school <input type="checkbox"/> W13 <input type="checkbox"/> S13 Completed course requirements but did not pass AIMS <input type="checkbox"/> S99 Summer transfer within District				<b>(Optional)</b> Select one of the following only if applicable: <input type="checkbox"/> WR1 School identified for Federal School Improvement <sup>1</sup> <input type="checkbox"/> WR2 School identified as persistently dangerous <sup>1</sup> <input type="checkbox"/> WR3 Individual Transfer Option (victim of a violent criminal offense) <sup>1</sup> <input type="checkbox"/> WR4 Pregnancy / Biological Parent of a Child <sup>2</sup>  <sup>1</sup> In accordance with No Child Left Behind and State Board of Education Policy <sup>2</sup> In accordance with <a href="#">A.R.S. §15-1042(H)</a>  <i>Note for WR1 and WR2</i> <i>If a school does not have this designation, or if a student transfers to another school with the same designation, then this withdrawal reason is invalid</i>	
11a. Data in SMS Added by: (initials)		11b. Date Added (mm/dd/yyyy) / /		11c. Last Day of Attendance or Summer Withdrawal Date (mm/dd/yyyy) / /	
12. Parent/Guardian Signature				13. Date (mm/dd/yyyy) / /	
Information is certified correct according to School records					
14. School		15. District /Charter# (CTD)	16. School # (S)	17. Withdrawal Code (based on 10a.)	
18. School Official Signature				19. Date (mm/dd/yyyy) / /	

Note: If parent or guardian is unable to sign this form, the school district should indicate the reason the signature was not obtainable.

<b>20. SPED</b> Check all that apply.	<input type="checkbox"/> A	<input type="checkbox"/> HI	<input type="checkbox"/> MOMR	<input type="checkbox"/> PSD	<input type="checkbox"/> SMR
	<input type="checkbox"/> DD	<input type="checkbox"/> MD/MDSSI	<input type="checkbox"/> OHI	<input type="checkbox"/> SLD	<input type="checkbox"/> TBI
	<input type="checkbox"/> ED/EDP	<input type="checkbox"/> MIMR	<input type="checkbox"/> OI	<input type="checkbox"/> SLI	<input type="checkbox"/> VI

21. ELL	
AZELLA Information	ELL Program Information
Most Recent Assessment Date (mm/dd/yyyy) / /	Was student receiving ELL services? <input type="checkbox"/> Yes <input type="checkbox"/> No
Most Recent Overall Proficiency Level _____	If yes, program type (SEI, ILLP, Bilingual): _____
	Was student withdrawn from ELL Service
	by parent request <input type="checkbox"/> Yes <input type="checkbox"/> No
	due to SPED Criteria <input type="checkbox"/> Yes <input type="checkbox"/> No

If your district/charter administered an AZELLA test to this student, please attach a copy of the student's most recent AZELLA Student Report.

# Official Notice of Pupil Withdrawal FORM INSTRUCTIONS

REVISED JULY 2013

ARIZONA PUBLIC SCHOOLS



The information provided below is intended to provide general guidelines for the information to be collected in each box on the Pupil Withdrawal Form.

*Required versus Optional:* If information for a particular box exists, then it is required to be entered on the form even if the field is marked optional. Optional fields should only be left blank if the information does not exist or is not reasonably available. The fields marked as Required are necessary for a successful enrollment in the SAIS system.

Box #	Required	Description
1	Yes	Last name of the student as it appears on the document used for registration
2	Yes	First name of the student as it appears on the document used for registration
3	No	Middle name of the student as it appears on the document used for registration
4	No	Name extension (e.g., Jr. Sr., III) as it appears on document used for registration
5	Yes	SAIS Student ID is a number issued by the Arizona Department of Education after the enrollment record for this student is submitted to the department
6	Yes	School Student ID is a number issued by the district/charter
7	Yes	Grade Level is standard PS, KG, 1-12, UE (Ungraded Elementary)
8	Yes	Gender of the student
9	Yes	Date of the student's birth as it appears on the document used for registration
10a	Yes	Type of withdrawal, as identified by the parent/guardian or school official
10b	No	Supplemental withdrawal reason as identified by the student, parent, or guardian (NOT by a school official). <ul style="list-style-type: none"><li>• For WR1 and WR2 - If a school does not have this designation, or if a student transfers to another school with the same designation, then this withdrawal reason is invalid</li><li>• Schools are not required to find out whether or not students are leaving school because of pregnancy. If the school does receive that information, however, it should be reported. As stated in <a href="#">A.R.S. §15-1042(H)</a>: "[T]he student level data shall include reasons for the withdrawal <b>if</b> reasons are provided by the withdrawing pupil or the pupil's parent or guardian."</li></ul>
11a	Yes	Initials of the individual updating the Student Management System (SMS)
11b	Yes	Date removed from Student Management System
11c	Yes	Last day of attendance (This is the date used for withdrawal date - the date in the Student Management System)
12	Yes	Signature of the parent or guardian of the student (or signature of the student if the student is emancipated)
13	Yes	Date the form was signed by the person named in box 12
14	Yes	School withdrawing the student
15	Yes	District/Charter # (CTD) County Type District (Must be a 6 digit number)
16	Yes	School # (S) (Must be a 3 digit number)
17	Yes	Withdrawal Code, based on information in 10a – See attached withdrawal code definitions
18	Yes	School Official Signature certifying the information is correct
19	Yes	Date the form was signed by the person named in box 18
20	Yes*	Special Education (SPED) student needs *Required for SPED Students
21	Yes**	English Language Learner (ELL) student status **Required for ELL Students

## DOCUMENTATION OF WITHDRAWAL

An Official Notice of Pupil Withdrawal form must be completed for students who withdraw. To confirm that a student transferred out, a school or LEA must have “official written documentation” that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma (34 C.F.R. §200.19(b)(1)(ii)(B)(I)). Examples of official written documentation include: a request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma); or a written record of a response from an official in the receiving school or program acknowledging the student’s enrollment. A conversation with a parent or neighbor of a student, for instance, would not be considered official written documentation of a transfer.

A school or LEA must have written confirmation that a student has emigrated to another country (34 C.F.R. §200.19(b)(1)(ii)(B)), but need not obtain official written documentation. For example, if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student’s file.

### Home Schooled Students

This code is used for students who withdraw to be taught at home. A.R.S. § 15-802(B)(3) allows a student to be taught at home after certain requirements are met. The parent must file an affidavit with the county school superintendent that the child is attending a regularly organized private or home school. Official written documentation is required to apply this code. Documentation may include a letter of withdrawal or other written confirmation from the parent or guardian, or the affidavit filed with the county school superintendent.

### Changes in Withdrawal Codes

The withdrawal codes should be changed retroactively during the school year if additional information becomes available before the Year-End Enrollment Report is filed. Since withdrawal codes W2, W3, W4, W5, W10, W11, W12, and W13 are used to calculate dropout rates, it is to a school’s advantage to re-code those students whenever possible. However, the date of withdrawal must not be changed. The withdrawal codes NOT used in the dropout rate calculation are:

- (a) Transfer, (W1)
- (b) Age (W6)
- (c) Graduate (W7)
- (d) Death (W8)
- (e) Transfer: Home Taught (W9)

### EXAMPLE

Luis was absent for two weeks, and his whereabouts were unknown. He was withdrawn as a W4. A week later, the school received a request from Maui High School in Hawaii for his school records. Luis’s withdrawal was reclassified from a W4 (Absence/Status Unknown) to a W1 (Transfer).

## WITHDRAWAL CODES

### Withdrawal Codes: Transfers

W1 TRANSFER: Withdrawn to continue studies in another school.

W9 TRANSFER: Home Taught. Student withdrawn from public school system to be home taught.

The W1 code is used when a student is withdrawn before the scheduled end of the school year to continue studies in a school in another state or country, or to attend as a full-time post-secondary student. If the student leaves the country, the W1 code may be used if the required documentation is obtained .

The W9 code is used for students who, after filing an affidavit with the County School Superintendent, transfer out of the public school system to be taught at home.

The W10 code is used when a student has been transferred to a state of Arizona detention facility. Students receive educational services while at a state of Arizona detention facility. Verbal notification from a responsible adult is sufficient to apply the W10 code.

### Withdrawal Codes: Dropouts

W2 ILLNESS. Withdrawn due to chronic illness (withdrawal may not be required; refer to district's chronic illness policy).

W3 EXPELLED. Withdrawn due to expulsion or long term suspension.

W4 ABSENCE/STATUS UNKNOWN. Withdrawn for 10 consecutive days of unexcused absence, status or location is unknown to the school or school district. The effective date of withdrawal shall be retroactive to the last day of actual attendance of the student or excused absence.

W5 DROPOUT. School received verification that student has withdrawn from school; student does not intend to complete requirements for a high school diploma.

W6 AGE. student not of school age (under 6 or over 21 years of age).

W10 TRANSFER: Detention. Withdrawn because student was transferred to a state detention or correctional facility.

W11 GED. Student withdrew from school expressly for the purpose of obtaining a GED. Students of high school age must withdraw to take the GED test. Verbal notification at the time of withdraw is sufficient to apply the W11 code.

W12 VOCATIONAL SCHOOL. Student withdrew to continue studies at a technical or vocational school; this includes ALL schools or education programs that DO NOT meet Arizona requirements for obtaining a high school diploma. Verbal notification from a responsible adult is sufficient to apply the W12 code.

W13 COMPLETED (AIMS). Student has completed course of study requirements for high school or Individual Education Plan but DID NOT receive a passing score on the AIMS test (applies to mid-year completers). Completers have concluded their high school education and are not expected to re-enroll.

The withdrawal code W4 (Absence) must be used when the student has ten consecutive days of unexcused absence or when the student's status or location is unknown. The effective date of withdrawal shall be retroactive to the last day of actual attendance of the student or excused absence.

### EXAMPLE

Kathy was attending tenth grade at Sahuaro High School in the Tucson Unified School District. She was absent for more than two weeks, and her whereabouts were unknown. The school attempted to locate her but was unable to find sufficient information that Kathy was enrolled elsewhere. She was coded as a W4 (Withdrawn, Absence/Status Unknown).

Withdrawal code W5 should be used for students who have intentionally dropped out of school, except for the following reasons: (1) chronic illness, (2) to receive a GED certificate, or (3) transfer to a juvenile correctional facility. Any student who was withdrawn under the codes W2, W3, W4, W5, W11, and W12 and did not return to school before the end of the school year will be counted as dropouts in the annual Dropout Rate Study. In order to present additional information about the status of students coded with dropout-related codes, however, these withdrawal categories will be disaggregated.

#### EXAMPLES

Sarah withdrew from Greenway High School to take the GED test. She was withdrawn from school using the W11 code.

Michelle left Cactus Shadows High School and enrolled in a Nurse Assistant course at a local nursing home. Since the vocational school does not meet the Arizona requirements for graduation, Michelle will be withdrawn using the W12 code (Transfer: Vocational School).

#### Withdrawal Codes: Mid-Year Graduate

W7 GRADUATE. Student has completed course of study requirements for high school and received a passing score on the AIMS test (applies to mid-year graduates). Graduates are issued a high school diploma by the school district.

W8 DECEASED.

#### Summer Withdrawal:

S-Code Submitted under certain circumstances when a student fails to enroll as expected by the state for the current school year. If a student was enrolled on the last day of the previous school year and was retained in the same grade level or promoted to another grade level that exists within the school, and does not return for the current school year, a summer withdrawal transaction, including the appropriate summer withdrawal code (S-Code), must be submitted to SAIS. The date can be any day after school is released the prior year up to the day prior to school beginning in the new year.

In cases where students are promoted from one school to another (i.e., eighth grade at a middle school to 9th grade in a high school) the school that last enrolled the student reports the summer withdrawal, if applicable.

#### EXAMPLE

Jenny was a fifth grade student last year at Emerson Elementary School with a year-end status of Promoted and she was expected to return in the current year as a sixth grade student at Emerson. Jenny moves to Nevada does not enroll at Emerson this year. Jenny's new school sends a request for a transcript. Jenny may be coded as a summer withdrawal from Emerson with code S1.

## Supplemental Withdrawal Reasons

Supplemental Withdrawal Reasons are only compatible with certain specific Withdrawal Codes.

Withdrawal Code	WR1: school choice: school identified for Federal School Improvement	WR2: school choice: school identified as persistently dangerous	WR3: school choice: individual transfer option	WR4: pregnancy / biological parent of a child
W1 Transfer: other school	yes	yes	yes	yes
W2 Illness				yes
W3 Expelled or long term suspension				
W4 Absence or status unknown				yes
W5 Dropout				yes
W6 Age				
W7 Graduated				
W8 Deceased				
W9 Transfer: home taught				yes
W10 Transfer: detention				
W11 GED				
W12 Vocational school				
W13 Completed (AIMS)				

## Special Education (SPED)

If at the time of withdrawal, the student has been identified as eligible for special education (SPED) and related services and has an IEP, please select all disability categories for which the student has been identified as eligible. The disability categories are as follows:

A	Autism	OHI	Other Health Impairment
DD	Developmental Delay	OI	Orthopedic Impairment
ED	Emotionally Disabled	PSD	Preschool Severe Delay
EDP	Emotionally Disabled - Private	SLD	Specific Learning Disabled
HI	Hearing Impairment	SLI	Speech/Language Impairment
MD	Multiple Disabled	SMR	Severe Mental Retardation
MDSSI	Multiple Disabled - Severe Sensory Impaired	TBI	Traumatic Brain Injury
MIMR	Mild Mental Retardation	VI	Visual Impairment
MOMR	Moderate Mental Retardation		