

WITHDRAWAL PROCEDURES

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I. Parent/Guardian Initiated Withdrawal:

When informed by a parent/guardian of the pending withdrawal of a Baltimore County Public School student, school personnel will prepare the Maryland Student Withdrawal Transfer Form (SR 7 Card).

- A. Withdrawal documents: The Maryland Student Withdrawal/Transfer Form (SR 7) is to be completed for each student who withdraws to attend another school. Attachments should include those required on the SR 7 as outlined in PS 126, Procedures for Student Records.
- B. When transferring a student's record, follow the procedures listed in Policy and Rule 5230 and as outlined in PS 126.
- C. When a student is leaving school prior to graduation, an exit interview shall be conducted by the school counselor or pupil personnel worker as outlined in PS 105, Exit Interview.

II. Withdrawal of Students Enrolled with Approval of the Pupil Personnel Worker:

A. Annual Review of Homeless Students:

- 1. Baltimore County Public Schools (BCPS) is subject to the requirements of the Federal McKinney-Vento Homeless Education Assistance Improvement Act of 2001. Prior to withdrawal of homeless students, principals or their designee must immediately contact the pupil personnel worker, in accordance to PS 512. With approval of the pupil personnel worker (PPW), students should be withdrawn as outlined in PS 126, Procedures for Student Records.
- 2. The PPW will consult with all homeless families prior to the new school year to determine if they continue to be eligible for services under the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.
- 3. Students who remain homeless are not to be withdrawn.
- 4. Students who have become permanently housed will be advised to enroll in the school serving the attendance area of their new residence.

B. Annual Renewal of Agency-placed Students:

- 1. On June 30 of each school year, the Office of Student Data will complete a report withdrawing all elementary and middle school nonresident students from BCPS. High school nonresident students shall be withdrawn on July 30.
- 2. For the purposes of principals, every nonresident student attending a Baltimore County public school is no longer enrolled as of July 1 of each school year.

3. The Office of Student Data will provide a list, by school, of the withdrawn nonresident students. Schools should verify this list against their enrollment records and resolve any discrepancies with the PPW and the Office of Student Data. Pupil personnel workers will provide schools with a list of resident agency-placed students for withdrawal in accordance with PS 518, Residency: Pupil Personnel Worker Procedures for Enrollment and Withdrawal of Agency-Placed Students.
4. The pupil personnel worker will send a withdrawal letter and nonresident application by June 15 to the Department of Social Services for each student for the upcoming year in accordance with PS 518.
5. Schools may not reenroll any nonresident agency-placed student without the written approval of the PPW.

C. Annual Renewal of Informal Kinship Care:

1. On or before May 1, pupil personnel workers will issue a withdrawal letter and a renewal application to the caretakers of students in Kinship Care relationships in accordance with PS 520, Residency: Informal Kinship Care Relationships.
2. The Office of Student Data will issue a report on June 30, withdrawing all elementary and middle school nonresident students enrolled under Informal Kinship Care. High school students are to be withdrawn on July 30. Schools may not reenroll any Informal Kinship Care students without written approval from the pupil personnel worker. Pupil personnel workers will provide each school with a list of resident Kinship Care cases for withdrawal.
3. Upon receipt of the Affidavit of Informal Kinship Care and all required documentation, the PPW will notify the school of approval for the upcoming school year.

D. Annual Renewal of Hardship Applications:

1. On or before May 1, pupil personnel workers will issue a withdrawal letter, PS 519, L5 and renewal application to the caretakers of students enrolled under serious family hardship in accordance to PS 519, Residency: Enrollment and Withdrawal of Students in a Hardship Situation.
2. The Office of Student Data will issue a report on June 30, withdrawing all nonresident students enrolled under serious family hardship. Schools may not reenroll these students without written approval of the PPW. Pupil personnel workers will provide schools with a list of resident serious family hardship cases for withdrawal. Students will be withdrawn on July 30.

3. If a new hardship application and all required documentation are submitted to the PPW, the schools will be notified by e-mail of approval to reenroll students.

E. Nonpayment of Tuition:

1. A nonresident student whose tuition payments are in arrears will be withdrawn at the end of the semester.
2. The principal will provide written notice to the parent/guardian (letter PS 516, L1) thirty (30) calendar days prior to the end of the semester, copying the PPW.

F. Child of a Former Employee:

1. Students will be withdrawn at the end of the first marking period after the employment of the parent/guardian with BCPS has been terminated.
2. Principals will send school letter PS 516, L2, "Child of a Former Employee."

G. Failure to Establish Residency by November 1:

1. Rule 5150 allows nonresident parents/guardians who are moving into Baltimore County on or before November 1 to enroll their children tuition free. If by November 1, parents/guardians have failed to provide the required residency documentation as required under Rule 5150, the schools must contact the PPW immediately. The PPW will issue tuition letter PS 516, L3.
2. If parents/guardians fail to establish residency in Baltimore County by November 1, the principal shall immediately issue school letter PS 516, L4, "Nonresident Withdrawal letter, Change of Residence."
3. The students will be withdrawn at the end of the first making period or ten (10) days after November 1 due to notice requirement.

III. Students Withdrawn due to Special Circumstances:

- A. Change of Residency Outside Baltimore County: Students will be allowed to complete the remainder of the marking period during which they change residence. The PPW will issue letter PS 516, L4 with an Application for Request to Enroll Resident/Nonresident Student, PS, F1. Failure to respond within ten (10) school days will result in a withdrawal by the school using PS 516, L4. These students should be withdrawn by the schools as nonresidents at the end of that marking period and sent letter PS 516, L5.

- B. Students in State-supervised Care: State law dictates specific guidelines as outlined in PS 525, Residency: School and Pupil Personnel Worker Procedures for the Transfer of Educational Records and Enrollment of Children in State-supervised Care.
- C. Students Withdrawing to an institutional placement, hospital, sanitarium, residential or day placement institution: Upon notification that a student is to be withdrawn to a hospital, sanitarium, residential or day placement institution, the school must contact the PPW immediately. The PPW will assist the school in processing the withdrawal in collaboration with the institutional or court liaison as outlined in PS 523, Residency: School and Pupil Personnel Worker Procedures for Students Entering and Leaving Institutions.
- D. Fraudulently Enrolled Nonresident Students:
1. When a school's staff has reason to believe that a nonresident student has been fraudulently enrolled, a referral should be made to the PPW for investigation.
 2. If the investigation indicates that the student has been fraudulently enrolled, the PPW sends letter PS 516, L6 advising the parents/guardians that a recommendation has been made to the school to withdraw the student.
 3. Based on the recommendation of the PPW, the school will send letter PS 516, L7 informing the parents/guardians that the student will be withdrawn in ten (10) school days.
 4. The parents/guardians shall be financially liable for tuition for the entire time of fraudulent enrollment or attendance. The withdrawal letter sent by the principal is to state the tuition owed as reported by the PPW.
 5. No waiver of tuition will be granted for the past or continued enrollment of a student determined to be fraudulently enrolled.
 6. Students having unpaid tuition balances will not be approved for re-enrollment as a nonresident student in subsequent years. Unpaid tuition balances will bar students from enrollment.
- E. Failure to Change Address:
1. It is the parent's/guardian's responsibility to notify the school when the address of a student changes.
 2. Failure to notify the school of a change in residence may result in the withdrawal of the student fraudulently enrolled by sending letter PS 516, L7 or L9.

F. Fraudulently Enrolled Resident Student:

1. When a school's staff has reason to believe that a Baltimore County resident student has been fraudulently enrolled in a school outside the attendance area for the address of the parent/guardian, a referral should be made to the PPW.
2. If the investigation indicates that the resident student has been fraudulently enrolled in the wrong attendance area, the PPW sends letter PS 516, L8 advising the parent/guardians that a recommendation has been made to the school to withdraw the student.
3. Based on the recommendation of the PPW, the school's principal will send letter PS 516, L9 informing the parents/guardians that the student will be withdrawn in ten (10) school days and the student's record will be forwarded to the school in the attendance area where the parent/guardian lives.
4. Failure to provide transition year residency verification will result in the withdrawal of the student by the receiving school using PS 516, L10.

IV. Appeal Process:

- A. To initiate an appeal, the parent/guardian must file written notice of appeal to the executive director of the Department of Student Support Services within ten (10) school days of the denial. The residency liaison will act as designee for the executive director of the Department of Student Support Services. A decision will be made within thirty (30) days.
- B. If the appeal is denied, it may be further appealed by written notice to the Superintendent within ten (10) school days of the denial by the residency liaison. The Superintendent or designee will make every effort to issue a written decision within ninety (90) days of receipt of the appeal.
- C. If the appeal is denied by the Superintendent or designee a further appeal may be made to the Board of Education by filing written notice within thirty (30) days of the denial of the superintendent or designee.
- D. If the student is enrolled in a Baltimore County public school at the time of a timely appeal, he/she may remain at that school until the exhaustion of all appeals or the end of the current school year.
- E. Upon receipt of a timely appeal, an e-mail will be sent notifying the principal not to withdraw the student.

Adopted: 07/07/2009

Revised: 11/09