

EXIT INTERVIEW

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- An Educational Exit Interview
- Exit Interview Process

RESOURCES:

- Educational Exit Interview Form
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- I. Interventions/strategies for students at-risk for dropping out prior to graduation.
 - A. Schools are expected to have a dropout rate of less than three percent.
 - B. Elementary, middle, and high school staff should initiate interventions for students who are at risk of withdrawing prior to graduation, as soon as early warning signs are exhibited.
 1. Early warning signs
 - a. Poor grades
 - b. Poor attendance
 - c. Truancy
 - d. Retention
 - e. Disengagement in the classroom
 - f. Behavioral problems
 - g. Victim of bullying, harassment, and/or intimidation
 2. Intervention strategies include, but are not limited to:
 - a. Phone calls to parent/guardian
 - b. Letters to parent/guardian
 - c. Teacher teams
 - d. Parent conferences
 - e. Student Support Services teams
 - f. IEP team
 - g. Administrative conferences
 - h. Counseling
 - i. PPW referrals
 - j. Access to career/technical programs
 - k. Access to alternative education programs
 - l. Revised scheduling
 - m. Work study
 - n. Exit interview
- II. An Educational Exit Interview must be conducted with any student or his/her parent/guardian planning to withdraw from school prior to graduation.
 - A. The interviewer should encourage the student to remain in the current school program or to enroll in an alternative school program.
 - B. The interviewer must determine the reason/reasons for dropping out of school.

- C. The interviewer should inform the student and his/her parent/guardian of the options to be considered as alternatives to dropping out of high school.
- III. Exit Interview Process
- A. An Educational Exit Interview Form must be completed for every student who declares intent to drop out of high school.
 - 1. The Educational Interview Form is an advisement tool, designed to encourage students to stay in school.
 - 2. The educational exit interview is to be conducted by the school counselor, school social worker, school administrator, or pupil personnel worker, depending on who has the last contact with the student.
 - 3. At the time of the interview, all alternatives to dropping out are to be reviewed with the student and parent/guardian.
 - B. The student and parent/guardian are to be given a listing of local resources including GED programs and career advisement.
 - 1. The completed Educational Interview form should be placed in the student record and a copy sent to the Office of School Counseling.
 - 2. Students over the age of 18, who are living independently, do not need to have parental input in the exit interview.