

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Superintendent

TO: Local District Superintendents
Local District Instructional Directors
Local District Administrators of Operations
Principals

DATE: April 24, 2017

FROM: Michelle King, Superintendent

SUBJECT: ENSURING SCHOOL STABILITY AND ELIMINATING BARRIERS TO ENROLLMENT AND ATTENDANCE

The culmination of a school year is an exciting time for all of us, as we prepare to celebrate our graduates, start summer vacations and/or prepare for the new school year. Maintaining and increasing enrollment and improving student attendance are crucial for the success of our students and the fiscal stability of our District. As we approach the end of this school year, we must continue to abide by District policies and state and federal law to eliminate barriers to enrollment for our students and families, ensure school stability, and promote daily student and staff attendance.

In past years, District offices have received calls from parents whose students were withdrawn from school without being immediately enrolled in another school or program. In many instances, students were withdrawn because of poor attendance, achievement, and/or behavior. It is ethically and legally unacceptable to send students home, conduct mass checkouts, force outs, push outs or withdraw students early to prevent their attendance at school.

We must strive to eliminate student disengagement by ensuring school stability whenever possible. Our students are best served and our work is most rewarding when we are able to establish and maintain healthy and supportive relationships with our students and their families. Each time our students change schools, those attachments, and the wellbeing of our students is threatened. Therefore, we must do what we can to minimize unnecessary school changes, particularly for our most vulnerable students.

In alignment with these values and requirements, the following practices are prohibited:

- Maintaining waiting lists for enrollment, or limiting enrollment or registration services to certain hours or days of the week to any student, parent or guardian. Students must be enrolled immediately, through the last day of instruction.
- Requiring a MiSiS Student Transfer Form (previously known as PAR) to enroll.
- Delaying enrollment of students, including specialized student populations due to lack of enrollment documentation. School personnel shall provide affidavits for any missing but required documents at the time of enrollment.
- Delaying or denying enrollment to any student because s/he has reached 18 years of age or has not completed graduation requirements at the end of their 4th year of high school. Students are entitled to a minimum of four full years of high school and may be provided with additional years as required in order to earn a high school diploma.
- Withdrawing and/or unofficially suspending students because they are displaying behavior problems.
- Withdrawing and/or finalizing student grades early except as required due to student transfers.

- Withdrawing students who are 18 years-old and not on track to graduate. If a student is to withdraw without a diploma, every Principal must ensure re-enrollment in an alternative program.
- Cancelling a permit before the end of the school year. Cancellations may occur at the semester break in extreme circumstances and the case must be documented demonstrating that all forms of remediation of the issue have been utilized prior to cancellation.
- Issuing or cancelling any Opportunity Transfer (OT) from now until the end of the school year.

In addition, all Local Districts and Schools are responsible for the following:

- Promoting school stability by offering continued enrollment to prevent mid-year transfers whenever possible and ethically facilitating student transfers, when required. All student transfers must be aligned with all District policies and in the best interest of students.
- In addition to requirements for students with IEPs, English Learners, and other student populations, such as students in foster care, involved in the juvenile justice system, and/or experiencing homelessness, ensuring all LAUSD students are afforded a fifth year of high school, if needed.
- Ensuring all students are afforded every opportunity to achieve high school graduation, including proper identification of students who may be eligible for Graduation requirements exemptions, and issuing and accepting partial credits for students who qualify, as required by law.
- Ensuring all senior high schools are disseminating fifth year student letters and working with each potential non-grad student on a plan to continue his/her schooling, or to transfer to another school or program of his/her choosing based on his/her individual needs.
- Monitoring enrollment and withdrawals of all students throughout the year. Schools and Local Districts should run the Enrollment and Withdrawal Report, regularly, located in MiSiS under the Reports section (Reports> Enrollment> Enrollment and Withdrawal Report). This report produces a list of students who have been withdrawn during the current school year and allows school and District personnel to identify students who have not re-enrolled after being withdrawn; students withdrawn with reason code whereabouts unknown (L8) and with other reason codes; provides a total count of withdrawals; and displays whether or not records have been requested from another school district.

Attendance rates, particularly in our secondary schools, decline dramatically during the last months and weeks of the school year. We must continue to support every student to attend school, every day, and promote, monitor, and expect attendance through the last day of the school year.

I ask that you communicate these expectations to all personnel, and work with staff who are involved in the enrollment, attendance, and withdrawal of students in your schools and Local District to ensure we are fulfilling our obligations related to enrollment, attendance, and graduation. Thank you for ensuring that our schools are safe, welcoming, and respectful to all families. Together, we will make sure that all students are attending school daily, and receiving the support needed to graduate college-prepared and career-ready.

I will continue to monitor enrollment and withdrawal patterns districtwide. If you require support or information, please consult with your Local District Pupil Services and Attendance Administrator, K-12 Counselor Coordinator, and/or Pupil Services, at or (213) 241-3844.

Attachment

c: Alma Peña-Sanchez	Frances Gipson	Earl Perkins	Jesus Angulo
Thelma Melendez de Santa Ana	David Holmquist	Erika F. Torres	Alicia Garoupa



RESOURCES TO ENSURING SCHOOL STABILITY AND ELIMINATE BARRIERS TO ENROLLMENT & ATTENDANCE

Related Resources:

REF-6554.1, 2016-17 Opening Day Procedures: Supplemental Guide and Updates, issued August 8, 2016

BUL-6718.0, Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System, issued August 8, 2016

BUL-6362.0, Opportunity Transfer (O.T.) -Policy and Procedures, issued August 14, 2014

Pupil Services Alternative Education Guide 2016-2017, issued August 15, 2016

BUL-6231.0, Discipline Foundation Policy: School Wide Positive Behavior Support Intervention and Support, issued October 26, 2015

BUL-3720.0, Dropout Prevention and Recovery Strategies, issued May 23, 2007

BUL-4926.2, Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools, issued, March 3, 2013

The Official "Cumulative Record Handbook for Secondary Schools", issued January 2005

BUL-3407.1, Implementation of Assembly Bill 1802 - Supplemental School Counseling Program, issued January 25, 2007

BUL-5347.1, Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools, issued June 10, 2013

BUL-5341.2 Inter-district Permits (District to District) and Student Transfers in Elementary and Secondary Schools, issued June 15, 2013

Cal. Educ. Code §§ 48432.5, 48853, 48853.5

BUL-6566.2, Graduation Requirements for Classes 2016-2019, issued December 15, 2016

REF-1963.1, Graduation Year Guidelines to Determine Requirements for the Diploma and for MiSiS Records, issued March 13, 2017

For further assistance call:

School Enrollment Placement Assessment (SEPA) Center at (213) 482-3954

Student Discipline and Expulsion Support Unit at (213) 202-7555

Division of Instruction at (213) 213 241-5333

Pupil Services at (213) 241-3844

Office of Student Integration Services at (213) 241-6532

Division of District Operations at (213) 241-5337

MiSiS Helpdesk at (213) 241-5200