

MDE Data Guidelines

Student Withdrawal-Memo




MISSISSIPPI DEPARTMENT OF EDUCATION

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State Superintendent of Education

MEMORANDUM

To: District Superintendents and Principals

From: Carey M. Wright, Ed.D. 
State Superintendent of Education

Date: November 14, 2016

Subject: Student Withdrawals

This document serves as clarification regarding how long a district must keep a student on its enrollment records. It is the Mississippi Department of Education's position **that the date of a student withdrawal from membership is the first day after the date of last attendance, if known; otherwise, the date of withdrawal is considered to be the date on which it becomes known officially that the pupil left.**

However, it is important to note that once a student is withdrawn, voluntarily by a parent, guardian or custodian or discharged by the district, the district must code the student as a transfer or dropout adhering to the following:

- If a school district does not have official documentation (i.e., anything in writing that identifies the retrieving or requesting entity) at the time of the withdrawal, the student must be coded as a dropout until the appropriate documentation can be obtained.
- The district must complete a "Records Change" form that can be found on the MSIS web page to change the dropout to a transfer
<http://www.mde.k12.ms.us/docs/msis/msis-record-change-of-documentation-form---district.pdf?sfvrsn=2>.
- Students in high school that withdraw from a public school district cannot be removed from a cohort unless the student is coded as transfer.
- A transfer out of cohort can only occur when a student leaves a school and enrolls in another school (public, parochial or home) or in an educational program that awards a regular high school diploma.
- A student can be removed if a local education agency obtains written confirmation prior to coding the student as a transfer (34 C.F.R. §200.19(b)(1)(iv)).