



RED CLAY CONSOLIDATED SCHOOL DISTRICT

## ADMINISTRATIVE MEMORANDUM

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### STUDENT WITHDRAWAL FOR POOR ATTENDANCE | 8001.16

When a child has been absent from school for a total of 10 days, an investigation should be initiated. A student may be withdrawn from a school when an administrator has reason to believe that a child no longer resides at the current address or, if age 16 or older, no longer intends to remain enrolled in the school.

During the investigation, if it is determined that the phone is disconnected and the letters sent were returned, it is reasonable to believe that the child no longer lives at the address and should be withdrawn from school.

Before withdrawing a child for poor attendance, the school administrator must document that attendance letters were sent to the parent and a visiting teacher referral was submitted where appropriate. All withdrawals must be sent to the Office of District and School Services for approval.

Questions about the information contained in this administrative memorandum should be directed to the Director of Schools.