

Appendix C

First Year Charter Agreement – Frequently Asked Questions

The following frequently asked questions relate to enrollment of a student in the school of residence or charter school when the student is currently enrolled in another charter school and under a first year agreement.

For a student attempting to enroll as an intra-state transfer prior to the last 10 school days in September

1. *What if a **parent or legal guardian** shows up to enroll their student in my school as an intra-state transfer prior to the last 10 school days in September and it is determined the student is under a first year charter agreement pursuant to 14 **Del.C.** §506?*
 - Contact the staff member in your district or charter school responsible for referring the parent/legal guardian back to the charter school where they signed a first year agreement.
 - The staff member shall inform, in writing via email, the charter school that holds the student’s valid first year agreement with the following information: the student’s name, parent’s name, parent’s contact information, and any information pertaining to the parent’s intent to enroll their child in your school.
 - This email should go to the charter’s Head of School and unit count coordinator.
 - The parent shall request in writing from the board or its designee release from the first year agreement from the charter school that holds the student’s valid first year agreement and indicate the “good cause” reason pursuant to 14 **Del.C.** §506(d).
 - Upon receipt of this email and the parent’s written request for release, the charter school that holds the student’s valid first year agreement shall refer the matter to their board or its designee for a decision whether to release the student from the first year agreement.
 - The decision by the charter’s board or its designee shall be shared in writing with the parent/legal guardian and the district or charter school in which the parent/legal guardian attempted to enroll their student.

- If the decision by the charter’s board or its designee is to release the student from the first year agreement and the receiving district or charter school and the parent/legal guardian are all in agreement, then the student shall be enrolled in the receiving district or charter school.
 - If the student is in attendance during the last 10 school days in September, the receiving district or charter school shall include the student in their September 30th enrollment and unit allotment.
- If the decision by the charter’s board or its designee is to not release the student from the first year agreement, the parent shall ensure their child is enrolled in the charter school pursuant to 14 **Del.C.** §506(d) for at least one school year.
 - If the parent/legal guardian complies with the board or its designee’s decision and the student is in attendance during the last 10 school days in September, the charter school shall include the student in their September 30th enrollment and unit allotment.
- If the parent/legal guardian does not comply with the decision by the charter’s board or its designee to not release the student from the first year agreement, and does not send their child to school, the student’s attendance shall be recorded in eSchoolPLUS as “unexcused” and the charter school shall inform the parent/legal guardian in writing that they are required by Delaware law to have their child enrolled and attending regularly a Delaware public school pursuant to 14 Del.C. §2702 and 14 Del C., Chapter 27, Subchapter II Truancy.
 - If the parent/legal guardian does not comply with the board or its designee’s decision and the student is not in attendance during the last 10 school days in September, the charter school **shall not** include the student in their September 30th enrollment and unit allotment.

2. *What if a **student** shows up to enroll in my school as an intra-state transfer prior to the last 10 school days in September and it is determined the student is under a first year charter agreement pursuant to 14 **Del.C.** §506?*

- The student shall remain in the school office while school personnel immediately contact the parent or legal guardian for pick-up of their child. The student should not be enrolled in the school or sent to any class.

- School personnel shall contact the staff member in your district or charter school responsible for referring the parent/legal guardian back to the charter school where they signed a first year agreement.
 - The staff member shall inform, in writing via email, the charter school that holds the student's valid first year agreement with the following information: the student's name, parent's name, parent's contact information, and any information pertaining to the parent's intent to enroll their child in your school.
 - This email should go to the charter's Head of School and unit count coordinator.
 - The parent shall request in writing from the board or its designee release from the first year agreement from the charter school that holds the student's valid first year agreement and indicate the "good cause" reason pursuant to 14 **Del.C.** §506(d).
- Upon receipt of this email and the parent's written request for release, the charter school that holds the student's valid first year agreement shall refer the matter to their board or its designee for a decision whether to release the student from the first year agreement.
- The decision by the charter's board or its designee shall be shared in writing with the parent/legal guardian and the district or charter school in which the parent/legal guardian attempted to enroll their student.
 - If the decision by the charter's board or its designee is to release the student from the first year agreement and the receiving district or charter school and the parent/legal guardian are all in agreement, then the student shall be enrolled in the receiving district or charter school.
 - If the student is in attendance during the last 10 school days in September, the receiving district or charter school shall include the student in their September 30th enrollment and unit allotment.
 - If the decision by the charter's board or its designee is to not release the student from the first year agreement, the parent shall ensure their child is enrolled in the charter school pursuant to 14 **Del.C.** §506(d) for at least one school year.
 - If the parent/legal guardian complies with the board or its designee's decision and the student is in

attendance during the last 10 school days in September, the charter school shall include the student in their September 30th enrollment and unit allotment.

- If the parent/legal guardian does not comply with the decision by the charter's board or its designee to not release the student from the first year agreement, and does not send their child to school, the student's attendance shall be recorded in eSchoolPLUS as "unexcused" and the charter school shall inform the parent/legal guardian in writing that they are required by Delaware law to have their child enrolled and attending regularly a Delaware public school pursuant to 14 Del.C. §2702 and 14 Del C., Chapter 27, Subchapter II Truancy.
- If the parent/legal guardian does not comply with the board or its designee's decision and the student is not in attendance during the last 10 school days in September, the charter school **shall not** include the student in their September 30th enrollment and unit allotment.

For a student attempting to enroll as an intra-state transfer during the last 10 school days in September

3. *What if a **parent or legal guardian** shows up to enroll their student in my school as an intra-state transfer during the last 10 school days in September and the student is determined to be under a first year charter agreement pursuant to 14 **Del.C.** §506?*

- School personnel shall contact the staff member in your district or charter school responsible for referring the parent/legal guardian back to the charter school where they signed a first year agreement.
 - The staff member shall inform, in writing via email, the charter school that holds the student's valid first year agreement with the following information: the student's name, parent's name, parent's contact information, and any information pertaining to the parent's intent to enroll their child in your school.
 - This email should go to the charter's Head of School and unit count coordinator.
 - The parent shall request in writing from the board or its designee release from the first year agreement from the charter school that holds the student's valid

first year agreement and indicate the “good cause” reason pursuant to 14 **Del.C.** §506(d).

- Upon receipt of this email and the parent’s written request for release, the charter school that holds the student’s valid first year agreement shall refer the matter to their board or its designee for a decision whether to release the student from the first year agreement.
- The decision by the charter’s board or its designee shall be shared in writing with the parent/legal guardian and the district or charter school in which the parent/legal guardian attempted to enroll their student.
 - If the decision by the charter’s board or its designee is to release the student from the first year agreement and the receiving district or charter school and the parent/legal guardian are all in agreement, then the student shall be enrolled in the receiving district or charter school.
 - Districts and charter schools enrolling an in state transfer student during the last 10 school days in September shall notify the student’s previous district or charter school of such enrollment no later than the last student attendance day in September. The notification shall be by fax with a follow up letter to the previous district/charter school’s unit count coordinator’s office pursuant to 14 DE Admin Code 701 Unit Count, section.3.1.3.
 - If the student is in attendance during the last 10 school days in September, the receiving district or charter school shall include the student in their September 30th enrollment and unit allotment.
 - If the decision by the charter’s board or its designee is to not release the student from the first year agreement, the parent shall ensure their child is enrolled in the charter school pursuant to 14 **Del.C.** §506(d) for at least one school year.
 - If the parent/legal guardian complies with the board or its designee’s decision and the student is in attendance during the last 10 school days in September, the charter school shall include the student in their September 30th enrollment and unit allotment.
- If the parent/legal guardian does not comply with the decision by the charter’s board or its designee to not release the student from

the first year agreement, and does not send their child to school, the student's attendance shall be recorded in eSchoolPLUS as "unexcused" and the charter school shall inform the parent/legal guardian in writing that they are required by Delaware law to have their child enrolled and attending regularly a Delaware public school pursuant to 14 Del.C. §2702 and 14 Del C., Chapter 27, Subchapter II Truancy.

- If the parent/legal guardian does not comply with the board or its designee's decision and the student is not in attendance during the last 10 school days in September, the charter school **shall not** include the student in their September 30th enrollment and unit allotment.

4. *What if a **student** shows up to enroll in my school as an intra-state transfer during the last 10 school days in September and it is determined the student is under a first year charter agreement pursuant to 14 **Del.C.** §506?*

- The student shall remain in the school office while school personnel immediately contact the parent or legal guardian for pick-up of their child. The student should not be enrolled in the school or sent to any class.
- School personnel shall contact the staff member in your district or charter school responsible for referring the parent/legal guardian back to the charter school where they signed a first year agreement.
 - The staff member shall inform, in writing via email, the charter school that holds the student's valid first year agreement with the following information: the student's name, parent's name, parent's contact information, and any information pertaining to the parent's intent to enroll their child in your school.
 - This email should go to the charter's Head of School and unit count coordinator.
 - The parent shall request in writing from the board or its designee release from the first year agreement from the charter school that holds the student's valid first year agreement and indicate the "good cause" reason pursuant to 14 **Del.C.** §506(d).
- Upon receipt of this email and the parent's written request for release, the charter school that holds the student's valid first year agreement shall refer the matter to their board or its designee for a

decision whether to release the student from the first year agreement.

- The decision by the charter’s board or its designee shall be shared in writing with the parent/legal guardian and the district or charter school in which the parent/legal guardian attempted to enroll their student.
 - If the decision by the charter’s board or its designee is to release the student from the first year agreement and the receiving district or charter school and the parent/legal guardian are all in agreement, then the student shall be enrolled in the receiving district or charter school.
 - Districts and charter schools enrolling an in state transfer student during the last 10 school days in September shall notify the student’s previous district or charter school of such enrollment no later than the last student attendance day in September. The notification shall be by fax with a follow up letter to the previous district/charter school’s unit count coordinator’s office pursuant to 14 DE Admin Code 701 Unit Count, section.3.1.3.
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 - If the decision by the charter’s board or its designee is to not release the student from the first year agreement, the parent shall ensure their child is enrolled in the charter school pursuant to 14 **Del.C.** §506(d) for at least one school year.
 - If the parent/legal guardian complies with the board or its designee’s decision and the student is in attendance during the last 10 school days in September, the charter school shall include the student in their September 30th enrollment and unit allotment.
- If the parent/legal guardian does not comply with the decision by the charter’s board or its designee to not release the student from the first year agreement, and does not send their child to school, the student’s attendance shall be recorded in eSchoolPLUS as “unexcused” and the charter school shall inform the parent/legal guardian in writing that they are required by Delaware law to have their child enrolled and attending regularly a Delaware public school

pursuant to 14 Del.C. §2702 and 14 Del C., Chapter 27, Subchapter II Truancy.

- If the parent/legal guardian does not comply with the board or its designee's decision and the student is not in attendance during the last 10 school days in September, the charter school **shall not** include the student in their September 30th enrollment and unit allotment.

Appendix D

SAMPLE Unit Count Transfer Students Form

The following is a **SAMPLE ONLY** of a Student Records Request form which can also be used as the district/charter's Unit Count Transfer Students Form. The form must be on a district/charter school's letterhead or display the district/charter school's logo. The Microsoft Word version of this form can be found in the IMS Unit Count PLUS application under the Help and Documentation tab.

INSERT SCHOOL NAME/LOGO HERE	STUDENT RECORDS REQUEST Student Transfer Notification Form <i>Unit Count Transfer Students</i>
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Date: Request Date

To: Previous District Name
Previous School Name

Fax: Previous School Fax

From: School Name
School Address
School City, State, Zip

Phone: School Telephone Number

**IMMEDIATE ACTION REQUESTED
REQUEST TO DROP STUDENT FROM YOUR
ENROLLMENT
REQUEST FOR SCHOOL RECORDS**

****This student should be dropped from your Student Information System (SIS) as of: Fill in entry date here**

Student's Name: _____

State ID#: _____

Grade: _____

Date of Birth: _____

Date Enrolled in New School: _____

Please forward the information requested below so that we are better able to work with the student and give him/her effective guidance. Parent signature is not required for this as per PL93-380.

- Cumulative Academic Record
- Most Current Report Card
- Grades for the current marking period up to withdrawal date
- Health Record
- Special Education Audit File
- Psychological Reports
- Achievement and Standardized Test Results

Comments: _____

Please Send To:

ATTN: School Contact Name
School Name
School Address
School City, State, Zip

Phone: School Telephone Number
Fax: School Fax Number