



TITLE: Enrollment, Attendance, and Withdrawal Policies and Procedures

NUMBER: BUL-4926.3

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DATE: July 31, 2023

POLICY: The purpose of this bulletin is to adhere to the California Education Code (E.C.) and Los Angeles Unified School District policies and procedures outlined in the [Enrollment, Attendance, and Withdrawal Policies and Procedures Manual](#).

MAJOR CHANGES: This bulletin replaces BUL 4926.2, *Attendance Manual: Policy and Procedures Elementary, Secondary and Option Schools*, dated March 1, 2013, and REF 6554.5, *Opening Day Procedures, Supplemental Guide and Updates*, August 15, 2022. This bulletin provides updated policies and mandatory procedures for school and District staff, detailed in the Enrollment, Attendance, and Withdrawal Policies and Procedures Manual.

ROUTING
All Offices
All Schools
All Employees

1. Updates to the Enrollment and Disseminating Forms:
 - a. Removal of the School Meal Application.
All LAUSD K-12 schools are operating under the Community Eligibility Program; therefore, no meal application is required.
 - b. Removal of the Financial Responsibility for Damaged School Property from the enrollment packets and annually disseminating forms.
2. In the 2023-2024 school year, UTK is available for all children who will have their 4th birthday on/by September 1st of the school year, as detailed in REF-123501.2, *Universal Transitional Kindergarten*.
3. Updated *Elementary and Secondary Reason Codes* to reflect the following changes:
 - a. Removal of absence code 1
 - b. Justifiable Personal Reasons - Administrator Approval Requirements (Code 5)
4. Newly added resource in Section 16 Audits, MyPLN training, Pupil Services and Attendance Essential Tips to Support Policy and Meet Compliance, Best Practices to Eliminate Audit Findings.
5. Newly added Section 11.7 Fieldtrip Attendance Accounting



6. Newly added Section 11.8 Multiple Attendance Codes on the Same Day.
7. Newly added to Section 12.3.2 *Enrollment Verification Letter*. Schools may utilize the *Enrollment Verification Letter* as a supplemental tool to verify student enrollment outside of LAUSD and avoid concurrent enrollment.
8. Newly added guidance in Section 13, No Show Student Procedures:
 - a. Section 13.5 Special Considerations for Students Not Attending on the First Day of School
 - b. Section 13.6 No Show Students with An Individualized Education Program (IEP) Receiving Transportation
 - c. Section 13.7 No Show Students in Choices Program
9. Newly added definitions for Chronic Absenteeism and Truancy.

GUIDELINES: Per Education Code Section (E.C. § 48200, each person between the ages of 6 and 18 years, not exempted, is subject to compulsory full-time education and each parent/guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes for his/her residence area for the full time designated as the length of the school day. Every school should implement programs and practices that demonstrate a strong commitment to improve student attendance, decrease student dropouts, and thereby increase student achievement and graduation rates. Every school within the LAUSD must implement programs and practices consistent with the following guidelines:

I. ATTENDANCE ACCOUNTING OVERVIEW

- A. Principals must make a concerted effort to ensure data accuracy by establishing ongoing procedures to review and validate student and staff data throughout the year. The Elevate Data Quality (<https://datatool.lausd.net>) sends email notifications two times per week to designated school staff, beginning the second week of school in the Fall.

II. SCHOOL ENROLLMENT PROCESS

- A. The principal is responsible for the immediate enrollment of all students under their supervision. Schools should make every effort to ensure that all non-enrolled students residing within the school's attendance boundaries are enrolled immediately, without delay, regardless of the time of year. School offices shall not limit enrollment services to certain hours or days of the week



and must enroll students during all regular school office hours and shall not maintain waiting lists for enrollment. To determine the school of residence, visit

<https://rsi.lausd.net/ResidentSchoolIdentifier/>.

- B. The online LAUSD Student Pre-Enrollment Portal supports the submission of enrollment information for new LAUSD students enrolling in grades TK-12.
- C. To facilitate the enrollment process, school personnel shall provide affidavits for any missing but required documents. Forms for new LAUSD students, defined as a student who has not attended any LAUSD school within the current academic school year, should be provided with the *New LAUSD Student Enrollment Forms*. The pre-enrollment application portal for new students entering Transitional Kindergarten/Kindergarten through 12th grade can also be accessed at enroll.lausd.net.
- D. Students matriculating and/or transferring within LAUSD shall provide updates through the required *Annually Disseminated Forms*.
- E. For the protection of each student's health and welfare, and to facilitate immediate communication with the parent/guardian, LAUSD, in accordance with E.C. Section 49408, requires the parent/guardian to provide current emergency information on an official *Student Emergency Information Form* at the school site.
- F. New students to LAUSD will not be admitted or enrolled unless a current, complete immunization record provided by a health care provider, or the health department is presented at the time of enrollment. Students in special populations may be granted Conditional Admission and enrolled if missing doses of required vaccines are not yet due.
- G. LAUSD non-matriculating students who are transferring between LAUSD schools should be auto withdrawn in MiSiS by the receiving school. Students who are new to LAUSD shall be enrolled as new enrollees in MiSiS.
- H. The enrollment date (E-Date) of a student is the first day of in-seat attendance. California regulations require school districts to certify attendance procedures with the State. School staff shall document students who enroll in school and shall follow the School Enrollment Code guidelines when recording enrollment data.



III. ENROLLMENT FOR STUDENTS IN SPECIAL POPULATIONS

- A. A student with special circumstances (e.g., a student experiencing homelessness, students in foster care, youth involved in the juvenile justice system, students from military families, recently immigrated youth, unaccompanied youth, and students with IEPs) shall be enrolled immediately, without delay, regardless of the availability of school records, immunization records, proof of residence, school uniforms, and existence of fines from a previous school or any other documentation (E.C. §§ 48432.5, 48853, 48853.5, and [BUL-6718](#), *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*).
- B. Schools shall allow identified students in special populations to remain in their school of origin (regardless of the school or district attendance boundaries) to promote school stability, in accordance with the law. Parents, legal guardians, Educational Rights Holder (ERH), and/or the unaccompanied youth experiencing homelessness are the ultimate decision maker regarding whether a student remains or re-enrolls at their school of origin. School of origin rights apply to all schools including preschools, magnet programs, options programs, and charter schools.

IV. SPECIAL CONSIDERATION DURING ENROLLMENT

- A. Students that are 18 years of age or older should not be denied enrollment in a school program solely based on age.
- B. Students who are pregnant or parenting are not exempt from the Compulsory Education Law (E.C. § 48200). Students who are pregnant or parenting have the right to remain in their regular or current school program, enroll, as well as to return to, any school/program for which they would otherwise qualify at any stage of the pregnancy and regardless of proximity to their due date.
- C. Emancipated minors are not exempt from the Compulsory Education Law and must attend school. Emancipated minors can self-enroll. If enrolling in another educational program, emancipated minors may initiate their own request to withdraw.
- D. Students may remain in a comprehensive high school until requirements are met or through the age of 21, as long as satisfactory progress is maintained (Refer to the Master Plan for English Learners).



V. LAUSD PLACEMENT ENROLLMENT

- A. There are certain circumstances that allow enrollment of a student outside of their resident school boundaries, such as Opportunity Transfer (O.T.), Expulsion and Admission, and District Placement.

VI. ENROLLMENT CHOICES PROGRAMS

- A. LAUSD provides families the opportunity to apply for several programs, including Open Enrollment, Magnet Programs, Permits with Transportation Programs, Schools for Advanced Studies, Affiliated Charter Schools, Zones of Choice, and Independent Studies.

VII. ENROLLMENT PERMITS

- A. Intra-district permit applications are requests to allow students that reside within the boundaries of one school within the LAUSD to attend another school within the LAUSD, as school capacity permits. Initial permit applications require the approval of the two LAUSD schools involved. Refer to [BUL-5347.1](#), *Intra-district Permits (school to school) and Student Transfers in Elementary and Secondary*.
- B. Incoming Inter-district permits are granted for students who reside outside of LAUSD boundaries. The Inter-district permit application must be completed online at <http://studentpermits.lausd.net/>. Refer to [BUL-5341.3](#), *Inter-district Permits (District to District) and Student Transfers in Elementary and Secondary School*.
- C. Outgoing Inter-district permits may be granted for students who reside within LAUSD boundaries. The Inter-district permit must be completed online at <http://studentpermits.lausd.net/>. Refer to [BUL-5341.3](#), *Inter-district Permits (District to District) and Student Transfers in Elementary and Secondary School*.
- D. The Foreign Student Admissions Office (FSAO) is responsible for the processing and placement of international students in identified LAUSD High Schools. For more information, refer to [BUL-5417.2](#), *Foreign Students Admissions* or visit <https://www.lausd.org/Page/12902#spn-content>.

VIII. TRANSITIONAL KINDERGARTEN (TK) AND KINDERGARTEN (K) PROGRAMS

- A. In the 2023-2024 school year, UTK is available for all children who will have their 4th birthday on/by September 1st of the school



year. For more information, please refer to [REF-123501.2](#), *Universal Transitional Kindergarten*.

- B. K students may not be enrolled in K unless they are five years of age on or before September 1st. Schools shall enroll kindergarten students even if they enroll late in the school year (E.C. § 48000).

IX. RESIDENCE CHANGES AND INACCURATE/SUSPICIOUS/FALSE ADDRESS

- A. Schools are responsible for the proper enrollment of all students, including verifying residency information and ensuring permit policies are followed.
- B. If a school error is not discovered within the first three weeks of the school year, the school shall give the parent/guardian the option to transfer the student to the school of residence or issue an Intra-district Continuing Enrollment Permit.
- C. If a change of address is not reported by the parent, in writing, within 30 days of such a change, this shall be a cause for forfeiture of the right to a Continuing Enrollment Permit, provided that the school meets its responsibility regarding residence verification.
- D. When school officials have reason to believe that the address provided by the parent/guardian is incorrect, or was falsely reported, due diligence efforts to obtain the correct information must be made and documented. Students shall remain enrolled during the investigation process.
- E. When a new address is obtained and it corresponds to another school, the administrator shall ensure the educational continuity for each student and determine if students will remain in the school of attendance, pursue the continuing enrollment permit, transfer to the school of residence, or request an Inter-district permit.
- F. If it is determined after due diligence that the parent/guardian provided inaccurate information regarding their place of residence from the initial time of enrollment, the administrator must request a meeting with the parent/guardian to notify them that the student shall be immediately transferred to the School of Residence.
- G. If the residence information is false and the student is no longer in attendance (ten or more consecutive days absent), the school administrator must use due diligence efforts to exhaust all investigative procedures to determine the student's actual



address before a determination to withdraw the student can be made.

- H. After all due diligence efforts are made and documented in the student's MiSiS Contact Log, the school administrator may consult with the Region Pupil Services and Attendance Coordinator or other appropriate District official, to determine if withdrawal of the student is appropriate.

X. ATTENDANCE MONITORING & ACCOUNTING PROCEDURES FOR COMPREHENSIVE SCHOOLS

- A. California public schools are required to comply with E.C. § 32281, which calls for schools to prepare safety plans. The LAUSD Integrated Safe School Plan online system (<https://issp.lausd.net/SSP/>) requires the entry of one goal for each of the following components: schoolwide discipline plan implementation, attendance and dropout prevention, threat/hazard, and emergency function.
- B. School administrators are responsible for ensuring that student attendance is recorded daily, accurately, and in a timely manner for all students in all class periods. Teachers are required to submit and certify attendance in MiSiS every day for each class during the first 15 minutes (E.C. § 44809). Refer to the *Elementary and Secondary Reason Codes in REF-5464.9, Initial Notification of Truancy (1st NOT) Central Automation and School Generated (2nd and 3rd NOT) Procedures*.
- C. Schools shall not retroactively input attendance in MiSiS without retaining the corresponding paper attendance records, as this may result in an audit finding and disallowance of the Average Daily Attendance (ADA). All classroom-based students must be physically present in class in order to be marked present.
- D. The Attendance Not Submitted and Teacher Discrepancy (secondary grade levels only) reports shall be generated at least once per day to verify that all attendance has been submitted, is accurate, and followed up on as needed.
- E. Every principal shall require a satisfactory explanation from the parent/guardian of a student, either in person or by written note, whenever the pupil is absent for part or all of a school day as per CCR, Title 5, § 306. E.C. § 48205 delineates what types of absences may be excused by a person authorized to excuse absences. All absence verification/notes must be maintained for five years for audit purposes.



- F. Every effort shall be made by the school staff to notify parents/guardians of their child's uncleared absences and the steps required to clear all absences.

XI. RECORD KEEPING DURING SPECIAL CIRCUMSTANCES

- A. The school administrator shall retain a master copy of the *Five Column Rosters* and provide all teachers with a printed copy at the beginning of each semester, updated periodically as needed, and anytime MiSiS is unavailable.
- B. If a mass absence is due to some event that affects the District as a whole, the District will distribute appropriate guidelines for documentation and response (E.C. § 46390).
- C. School authorities may excuse any student, grades 7 to 12, from the school for the purpose of obtaining confidential medical services without consent of the parent/guardian (E.C. § 46010.1) as noted in the District's Parent Student Handbook.
- D. A temporarily disabled student may receive individual instruction through Independent Study instead of instruction through Carlson Home and Hospital School.
- E. A school may excuse the absences of a pupil who holds an entertainment work permit (E.C. § 48225.5). The law limits the number of excused absences for a child holding an entertainment work permit for a maximum of up to five absences per school year.
- F. Student attendance during a field trip should be recorded in MiSiS.
- G. If there are multiple attendance code entries on the same day, all occurrences should be documented in MiSiS.

XII. WITHDRAWAL PROCEDURES

- A. School staff shall ensure that valid documentation is provided by the parent/guardian/educational rights holder (ERH) or another school to support the withdrawal type prior to withdrawing a student. For the most up to date list of withdrawal codes and reasons (L Codes), refer to *Withdrawal Types and Reasons* in [REF-6452.5](#), *Graduates, Completers, and Dropout List* or visit the MiSiS Resources and Job Aids.
- B. The Parent Assurance Letter (PAL) should be completed by the parent/guardian to document withdrawals outside of LAUSD.
- C. It is the school's responsibility to enter withdrawal records and document, or update, the correct leaver code in MiSiS.



- D. Schools shall exercise all due diligence efforts to locate students with excessive absences and/or when whereabouts are unknown prior to withdrawing. Students should not be withdrawn and should continue to appear on MiSiS rosters until all due diligence efforts are exhausted and documented in MiSiS.

XIII. NO SHOW STUDENT PROCEDURE

- A. Schools are responsible for identifying, flagging, processing, and documenting all due diligence efforts in MiSiS for no show students. Schools should process no show students at the end of the student's first expected instructional day.
- B. Schools shall exercise all due diligence efforts to locate no show students. Entries for locating a no show student should be documented in the MiSiS Student Contact Log.

XIV. DOCUMENTATION OF SERVICES, CONTACT AND/OR INTERVENTIONS

- A. State and federal laws strictly regulate the rights and obligations regarding access to and disclosure of pupil record information and an individual's health information (Family Educational Rights and Privacy Act, (FERPA), 20 U.S.C. Section 1232g; California Education Code Sections 49060 et seq., 49073 et seq. and The Federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA").
- B. It is the policy of LAUSD to protect sensitive student information. All District employees shall uphold both FERPA and HIPAA when documenting student information and accessing and/or sharing pupil records.

XV. SCHOOL ABSENTEEISM

- A. State law defines chronic absentee as "a pupil who is absent on 10% or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the District, exclusive of Saturdays and Sundays" E.C. § 60901(c)(1).
- B. LAUSD defines chronic absenteeism as an attendance rate of 91% or below.
- C. Upon a pupil's initial classification as a truant, the school district is required to notify the pupil's parent/guardian (E.C. Section 48260.5). To comply with this mandate, LAUSD has automated the Initial Notification of Truancy (1st NOT) Letter. Schools are



required to generate and mail the 2nd and 3rd Notification of Truancy (NOT) letters in the event of additional truanancies using the MiSiS system. For more information refer to [REF-5464.9 Initial Notification of Truancy \(1st NOT\) Central Automation and School Generated \(2nd and 3rd NOT\) Procedures](#).

- D. The purpose of the School Attendance Review Team (SART) intervention is to formally address and find viable solutions to the barriers preventing regular school attendance.
- E. The purpose of the Resource Panel is to assist LAUSD school staff to further support interventions related to a student's attendance and/or behavior.
- F. The purpose of the School Attendance Review Board (SARB) is to divert students with school attendance and/or school behavior barriers from the juvenile justice system. Coordinated school and community services are provided through SARB meetings throughout the District.
- G. For more information regarding SART, Resource Panel and SARB refer to School Attendance Review Board (SARB) Intervention Guide for Schools on the Pupil Services website <http://achieve.lausd.net/pupilservices>.

XVI. AUDITS

- A. In accordance with District policy, principals are responsible for maintaining student enrollment, attendance, and withdrawal accounting records to ensure their availability for audits. For additional information refer to the MyPLN online class Pupil Services and Attendance Essential Tips to Support Policy and Meet Compliance, Best Practices to Eliminate Audit Findings and visit <https://achieve.lausd.net/misisjobaids>.

AUTHORITY:

This is a policy of the California State Superintendent of Schools. The following California Education Codes (E.C.) and California Code of Regulations (CCR) applied to this policy:

- E.C. § 234.7- Guidelines for Requesting Documents
- E.C. § 44809- Teacher Attendance Taking Responsibility
- E.C. § 46012- Student Absence Verification
- E.C. § 46390- School Emergency Absence Procedures
- E.C. § 48000- Kindergarten Enrollment
- E.C. § 48200- Compulsory Education Law
- E.C. § 48204- Caregiver's Authorization Affidavit
- E.C. § 48204.2- Investigating False Addresses



- E.C. § 48205- Authorized Excused Absences
- E.C. § 48225.5- Entertainment Permit Student Absences
- E.C. §§ 48260, 48260.5, 48261, 48262, 48263, 48291- Truancy
- E.C. §§ 48432.5, 48853, 48853.5- Enrollment for Students with Special Circumstances
- E.C. § 49408- Student Emergency Information
- E.C. § 60901(c)(1)- State Law Chronic Absentee Definition
- CCR, Title 5, § 306
- CCR, Title 5, § 421

**RELATED
RESOURCES:**

To access related resources, refer to [LAUSD eLibrary](#)

- [BUL-079501.1](#), *Graduation Requirements for the Classes of 2020-2025*, March 2022
- [BUL-086303.0](#), *K-12 Open Enrollment Transfer for Elementary and Secondary Students*, March 2020
- [BUL-999.13](#), *Responsible Use Policy (RUP) for District Computer and Network Systems*, March 2019
- [BUL-1077.2](#), *Information Protection Policy*, July 2017
- [BUL-1229.3](#), *Carlson Home, Hospital & Home Online Academy Instructional Services*, July 2018
- [BUL-1570.2](#), *Enrollment/Support of Homeless Children and Youth in Schools*, June 2013
- [BUL-1645.2](#), *Infection Control Guidelines for Preventing the Spread of Communicable Diseases*, July 2015
- [BUL-1660.9](#), *Immunization Guidelines for School Admission*, August 2020
- [BUL-2060.2](#), *Pregnant and Parenting Students Educational Rights*, March 2019
- [BUL-2469.0](#), *Pupil Records: Access, Confidentiality, and Notice of Educational Rights*, April 2006
- [BUL-2521.3](#), *Title IX policy/Nondiscrimination Complaint Procedures*, October 2020
- [BUL- 2637.6](#) *Suicide Prevention, Intervention, and Postvention (Students)*, July 2023
- [BUL-3585.6](#), *Oral Health Assessment for Kindergarten to First Grade*, August 2016
- [BUL-5269.3](#), *Incident System Tracking Accountability Report*, June 2022
- [BUL-5341.3](#), *Inter-district Permits (District to District) and Student Transfers in Elementary and Secondary School*, February 2021



- [BUL-6718.0](#), *Educational Rights and Guidelines for Youth in Foster Care, Experiencing Homelessness and/or Involved in the Juvenile Justice System*, August 8, 2016
- [BUL-5347.1](#), *Intra-district (School to School) Permits and Student Transfers in Elementary and Secondary Schools*, June 2013
- [BUL-5417.2](#), *Foreign Students Admissions*, May 2016
- [BUL-5703.4](#), *Name and/or Gender of Pupils for Purposes of School Records*, August 31, 2021
- [BUL-5708.2](#), *Transitional Kindergarten, Kindergarten, and First Grade Entrance Age Requirements, Verification of Birth Date, and Placement Forms*, August 2018
- [BUL-5799.2](#), *Threat Assessment and Management (Student-to-Student, Student-to-Adult)*, July 2023
- [BUL-5808.5](#), *Documentation of Student Misconduct as Defined in Education Code in My Integrated Student Information System (MiSiS)*, August 2022
- [BUL-6050.2](#), *Expulsion of Students - Policy and Procedures*, October 2016
- [BUL-6303.1](#), *Student Emergency Informational Form*, June 2022
- [BUL-6362.0](#), *Opportunity Transfer (O.T.) Policy and Procedures*, August 2014
- [BUL-6591.0](#), *California Confidential Address Program Implementation*, September 2015
- [BUL-6779.5](#), *Guidelines for Independent Study Programs*, August 2022
- [BUL-6837.1](#), *Pupils in the Entertainment and Allied Industries*, November 2017
- [BUL-6887.1](#), *Pupil Records: Access, Confidentiality, and Notice of Educational Rights*, March 2019
- [BUL-139111.0](#), *Title VI American Indian Education Program: Student Identification and the American Indian Parent Committee (AIPC)*, April 2023
- [BUL-5655.3](#), *Guidelines for Student Suspension*, October 10, 2016
- [REF-041180.2](#), *Migrant Education Program for Elementary and Secondary Schools*, March 2021
- [REF-041180.2](#), *Migrant Education Program Family Work Questionnaire*, March 2021
- [REF-059713.0](#), *Special Education Electronic Policies and Procedures Manual (e-PMM)*, October 2018
- [REF-062703](#), *Title III Immigrant Education Program Identification Procedures for Eligible Students*, January 2019
- [REF-123501.2](#), *Universal Transitional Kindergarten*, April 10, 2023



- [REF-5259.2](#), *Use of New Student Enrollment Form*, July 2022
- [REF-5464.9](#), *Initial Notification of Truancy (1st NOT) Central Automation and School Generated (2nd and 3rd NOT) Procedures*, August 2022
- [REF-5511.12](#), *Completing and Updating the Integrated Safe School Plan 2022-2023*, August 2022
- [REF-6296.1](#), *Identification, Assignment and Enrollment of Students Residing Within a Zone of Choice Attendance Boundary*, October 2016
- [REF-6452.5](#), *Graduates, Completers, and Dropout Lists*, October 2017
- [REF-6756.1](#), *Kindergarten Continuance (Including Kindergarten Retention): Parental Agreement for Pupil to Continue in Kindergarten for an Additional Year*, February 2021
- [REF-6885.5](#), *Elevate Data Quality Tool Policy and Procedures*, August 2022
- [Handbook-13480540](#), *Cumulative Record Handbook for Secondary Schools*, May 2017
- [MEM-6158.9](#), *Permits with Transportation (PWT) Application Procedures and Timeline*, September 2022
- [MEM-6860.6](#), *Chronological Age Calculator*, November 2022

ASSISTANCE:

For assistance or further information, please contact or visit:

- Student Health and Human Services at (213) 241-3840
- Pupil Services and Attendance, School Attendance and Enrollment Schoology Group (Access Code D4GT-DTTH-59Z3V)
- Region Pupil Services and Attendance Coordinators
- For pupil records or legal questions, Office of General Counsel (213) 241-6601
- Office of Data and Accountability at (213) 241-2460
- For MiSiS questions, contact the ITD Service Desk at (213) 241-5200 or <http://techsupport.lausd.net/>