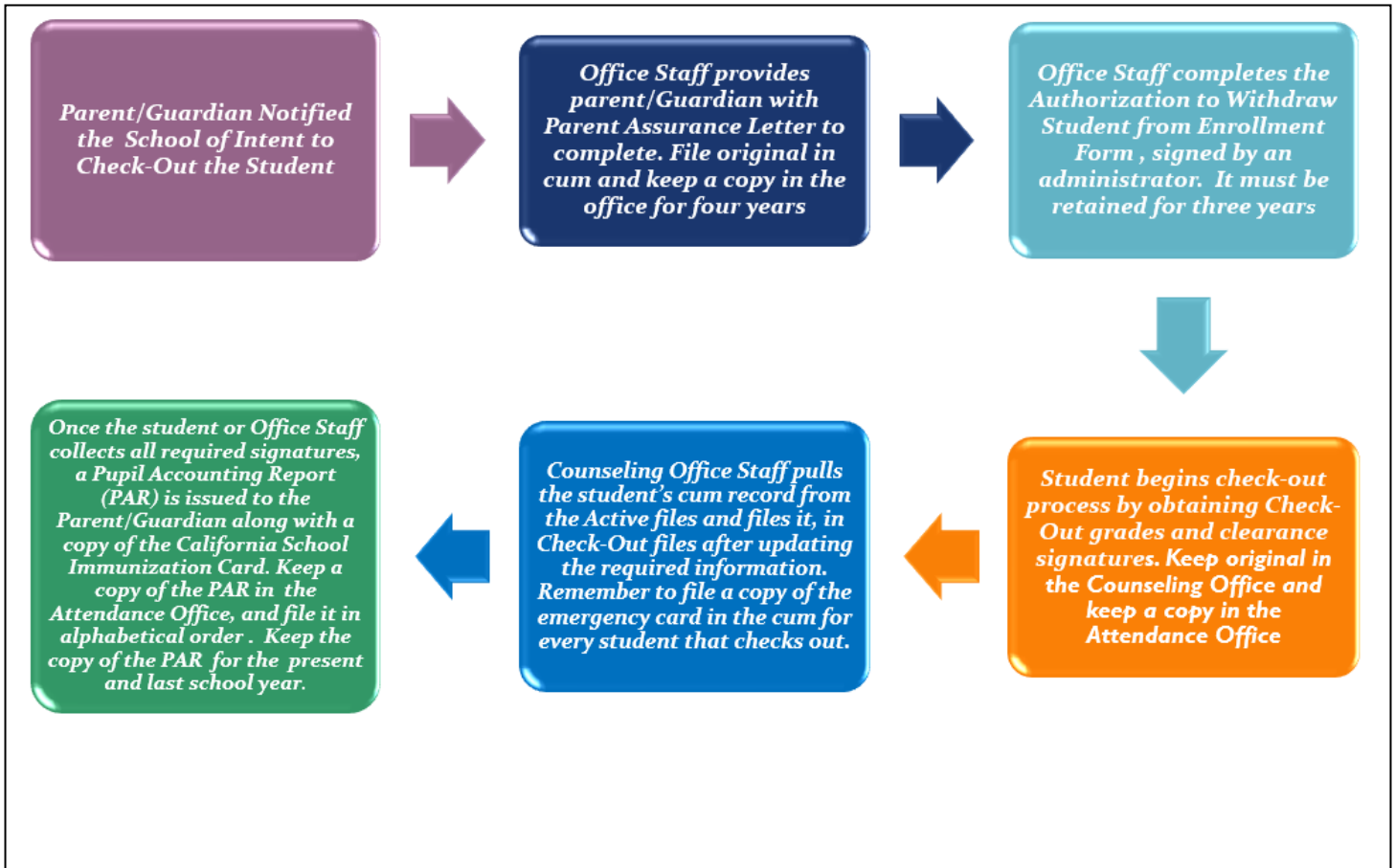


OVERVIEW OF SECONDARY CHECK-OUT PROCESS FOR ATTENDANCE OFFICE ORGANIZATION PURPOSES



STUDENT CHECK OUT PROCEDURES FOR SECONDARY SCHOOLS
QUICK REFERENCE GUIDE
Revised January 2020

Check Outs

1. Once it has been determined that the student is to be withdrawn, complete **Attachment Q: Authorization to Withdraw Student Form** is signed and completed, which begins the withdrawn process.
2. Request information from parent as to where the student is moving.
Provide parent with **Attachment R (REF-6554.4): Parent Assurance Letter**. Once the parent completes the Parent Assurance Letter and the checkout process is completed, file the original Parent Assurance Letter inside the secondary cumulative record and keep a copy for your office file, continue the checkout process by completing the following steps in MiSiS:
 - 1) Generate a Clearance Form (refer to MiSiS job aide Student Clearance Report).
 - 2) Begin the process of withdrawing the student (refer to MiSiS job aid Withdraw a Student).
 - 3) Generate a Student Transfer Form (PAR) (refer to MiSiS job aide Student Transfer Form).
3. **Step 1 - Generate a clearance form by going to Reports.** Go to the list of reports and click on Student Clearance Report. A default report parameter screen will display with a brief description of fields listed below:
 - a) Educational Service Center – Select the ESC that the school is located in.
 - b) Campus – Select the appropriate campus
 - c) School(s) – Select the appropriate school, magnet, small learning community, etc.
 - d) Counselor(s) – Select the appropriate counselor(s)
 - e) Student – Select the appropriate student(s)
 - f) Last Day of Attendance – Enter the last day of attendance.
 - g) Will Transfer To – Enter appropriate information in the field.
 - h) Clearances – Click the dropdown and check the clearances that apply.
 - i) Other Clearances (1) – Add additional clearances as required.
 - j) Other Clearances (2) – Add additional clearances as required.
 - k) Other Clearances (3) – Add additional clearances as required.

Once the parameters are completed, click on the view report button and the Student Clearance Form will display. It can be downloaded by clicking on the Export icon to export the data to a file type and then it can be printed. Once this is done, the withdrawal process can begin.

4. **Step 2 – Begin the withdrawal process:** 1) initiate a student search, 2) click on the action button, 3) select Withdraw History on the drop-down menu, 4) collapse the search results window by clicking on the arrow displayed in the middle of the screen, 5) click the add new record button. All fields except the comments field require entry. Each field listed below must be completed to begin the withdrawal process:
 - a) Withdrawal Date – Enter the last day (L-date) the student attended class.
 - b) Withdrawal Type – Select the L code type from the drop-down list in MiSiS.
 - c) Withdrawal Reason – The values in this parameter will update based on the withdrawal reason (L-code) selected.
 - d) Future School – Enter a school name, or type Unknown
 - e) Future Residence – Enter the new address or type Unknown.
 - f) Comments (optional) – Type additional comments as needed.

Once the required fields have been completed, click the drop button to withdraw the student. Once the withdrawal record has been created, the Student Transfer Form (PAR) can be generated.

5. **Step 3 – Begin the process of generating a Student Transfer Form:**
 - a) Go to reports in MiSiS
 - b) Locate and click on Enrollment
 - c) Click on Student Transfer Form
 - d) Complete the Parameters
 - 1) Educational Service Center
 - 2) Enrollment Status
 - 3) School
 - 4) Student Name
 - 5) As of Date
 - 6) Comments
 - 7) Include Current Courses

Once all the parameters have been completed, click on View Report and the Student Transfer Form will display. Click on the Export drop down menu to select PDF (open with Adobe Reader), click on ok and print.

6. Keep a copy of the Pupil Accounting Report for your office file and provide the original to the parent, along with a copy of the student's California School Immunization Record. (Please keep a 3-ring binder in a confidential location in the Attendance Office or SLC)

Additional Resources

Additional information and forms are available in the Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools – dated March 2013, Version 3.0

REF-6554.4 – 2019-2020 Opening Day Procedures: Supplemental Guide and Updates Erika Torres, Executive Director, Student Health and Human Services dated August 16, 2019

MiSiS Resources and Job Aids - <http://achieve.lausd.net/Page/8061>

SAMPLE OF PARENT ASSURANCE LETTER

File the original in the cum and a copy in the Attendance Office. Retain the office copy for four years.

Los Angeles Unified School District
Student Health and Human Services

ATTACHMENT Q

Parent Assurance Letter (PAL)

Student's Name: _____ Date: _____

D.O.B.: _____ Grade: _____ Track: _____

I, _____, declare that I am the parent/guardian/caregiver of _____
and I am withdrawing this child from this school due to the following reason:

- Moving to another city within the State of California: _____
- Moving to another state: State and City: _____
- Moving to another country: Country: _____
- Enrolling in a private school: Name of School: _____
- Enrolling in another public school: Name of School: _____
City: _____
- Full-time private tutoring by a credentialed tutor _____
- Other: _____

I assure you that I will enroll this child in a school within a reasonable period of time. I am aware of the compulsory education statute in California, as stated in Cal. Education Code Section 48200 that requires all children between the ages of 6-18 years old to have a full-time education, unless they are exempt. I also understand that if I fail to compel the attendance of the child in my care to attend a full-time education while in the State of California, unless they are exempt, that I may be subject to criminal penalties.

To the best of my knowledge, this child will be attending school in the city of _____, State of _____.

I declare under penalty of perjury under the laws of the State of California that the above statements are true and correct.

Parent/Guardian/Caregiver's Name

Parent/Guardian/Caregiver's Signature

Please fill out your new contact information below:

New Address

New Phone Number

Date

Parent Assurance Form – English

SAMPLE OF AUTHORIZATION TO WITHDRAW STUDENTS FROM ENROLLMENT FORM

It may be filed in the attendance office with a copy of the parent assurance letter. It must be retained for three years.

ATTACHMENT P

Authorization to Withdraw Students from Enrollment

Name of Initiating School _____	Location Code _____	
Student Name _____	DOB _____	
Student ID # _____	Grade _____	Track _____
House _____		
It is recommended that this student be withdrawn to the following:		
REASON _____		
School _____		
Program _____		
Other _____		
Parent Signature _____	Phone # _____	
Effective Date _____		
Recommended by _____	Office _____	
Authorized by _____	Office _____	
Completed in MiSIS by: <u>(date/name)</u>		

For internal use only

SCHOOL ENROLLMENT CODES

- E For Pre-K entry; for TE (Expanded Transitional Kindergarten) entry, if student is less than 5 years old at date of entry
- E1 Within District, same school
- E2 Within District, different school
- E3 Public-supported school within state
- E4 Non Public school within the state
- E5 Other states and other countries
- E7 First time school enrollment; for TE entry, if student is 5 years old at date of entry

SCHOOL WITHDRAWAL CODES

- L Pre-K withdrawal; for TE withdrawal, if student is less than 5 years old at date of withdrawal
- L1 Within District, same school
- L2 Within District, different school
- L3 Public-supported school within state
- L4 Non Public school within the state
- L5 Other states and other countries
- L7 Student matriculating to the next level
- L8 Other



SECONDARY SCHOOL WITHDRAWAL SYMBOLS

Schools must use the appropriate leaver codes and withdrawal reason codes for students who withdraw or leave school and enter them in SIS/ISIS. See below:

Secondary SIS Leaver Codes

Leave Code	Description	Applicable Reason Codes
L1	Student changes apportionment data within the same school (i.e., grade level change, track change, special education assignment change).	Reason 23 (Other) with comment
L2	Student transfers to another LAUSD school (includes LAUSD charter schools and community adult schools).	Reason Codes 1-49 (If OT use Reason Code 18 with letter A-U from the OT/Expulsion Table)
L3	Student transfers to another public school within the state of California but outside LAUSD (includes juvenile correction facilities).	Reason Codes 1-49.
L4	Student transfers to a non-public school including home schooling. Home schooling requires an affidavit.	Reason Codes 1-49.
L5	Student leaves the state of California.	Reason Codes 1-49 with appropriate state or country code.
L7	Student matriculates to the next school (middle to high school) or receives a high school diploma or equivalent (GED or CHSPE) or receives a Special Education Certificate of Completion	<ul style="list-style-type: none"> ▪ Reason Codes 90-92 (posted by ID94 and AT08). ▪ Reason Codes 93 (CHSPE) and 94 (GED). ▪ Matriculating 8th graders need no reason code.
L8	Deceased or unknown (see below)	<ul style="list-style-type: none"> ▪ Reason Codes (51,53,55,57-58) ▪ Reason Codes (62-65) ▪ Reason Codes (74, 76-79, 80-81)

Withdrawal Reason Codes (L1 to L7)

Code	Description
01	Residence Change – the student moves from one residence to another
02	Inaccurate Residence – the school determines that the student has been enrolled based upon a false address or inaccurate residence information.
03	Special Education Assignment – the student attends another school that has the special education facilities or appropriate instructional program.
04	Permits With Transportation Assignment – court-ordered voluntary permit program to allow students to attend schools outside of their attendance area if space is available.
05	Magnet Assignment – court-ordered voluntary permit program granted to students who meet the eligibility requirements.
06	Satellite Zone – when a school has reached its enrollment capacity and cannot accommodate additional students from its attendance area, new enrollees may be assigned to a designated Satellite Zone school. Applies only to Belmont SH, Verdugo Hills SH, and Langdon Elementary to Parthenia Elementary School.
07	Capacity Adjustment Program- when a school has reached its enrollment capacity and cannot accommodate additional students from its attendance area, new enrollees may be assigned to a school with space available.

Secondary School Withdrawal Symbol - Continued



Code	Description
08	Caregiver's Affidavit – the student named in the caregiver's affidavit is deemed to have satisfied residency requirements for school enrollment based on the caregiver's address.
09	Inter-District Permit – an approved application to attend a district other than LAUSD.
10	Bilingual / ESL Assignment – the student attends another school that has the appropriate bilingual/ESL program.
11	Direction of the Superintendent – used in special circumstances for the welfare of the student. Safety and Protection Permit
14	Elementary Child Care Permit – allows a student in the elementary grades to attend a school near the parent's workplace.
15	Medical Permit -- a medical condition requires a student to attend a school because of the school's location or a school with physical characteristics or available services
16	Prospective Residence Change – student is planning to move to another school due to residence change (valid for 60 days only).
17	Permit Termination – a permit is terminated and no longer valid.
18	Opportunity Transfer – the student is provided an opportunity transfer permit at another school
19	Expulsion – the student is expelled from school.
20	Opportunity Transfer Termination – the opportunity transfer permit is terminated.
21	Expulsion Reinstatement – student returns to the school upon reinstatement from an expulsion
22	Continuing Enrollment Permit – when a student moves out of the attendance area of a school, but wishes to remain at the school. (Must meet certain requirements).
23	Other – other reason not listed above
25	Permit Reinstatement – a permit was reinstated.
26	Tri-C – student transfers to Tri-C.
27	Continuation School – student transfers to a continuation school.
28	Adult School – student transfers to an adult school program.
29	Employment Preparation Center – student transfers to a regional occupational center.
30	Alternative Education Work Ctr. (AEWC) – student transfers to an AEWC.
40	Open Enrollment Permit – permit to attend a school outside of the student's attendance area where space is available.
41	Advanced Studies Permit – permit for students to attend an Advanced Study Program outside of the student's attendance area.
43	Overcrowded Permit – when a student is CAPPED from a school and chooses not to go to the receiver they may find another school. This permit does not entitle the student to transportation.
44	Public School of Choice – NCLB required for PI schools
45	Juvenile Detention
46	Home Schooling – home study (not in a district program) with required affidavit
47	College – working towards an AA or BA
48	Safety and Protection Permit

Withdrawal Reason Codes (for use with L7 Only)

Code	Description
90	Diploma – passed course requirements and passed CAHSEE
91	Diploma – special education only, passed course requirements, failed CAHSEE, received Chapman Exemption (valid only for class of 2006 and 2007).
92	Certificate of Completion -- special education only

SAMPLE OF STUDENT CLEARANCE FORM

The original completed form is kept in the Counseling Office. It may be kept for present and last school year.

School ID:
School Name:

Run Date:
Run Time:

Student Clearance Sample Form

AD.
09
Counselor:

Grade:
SLC:

Last day of attendance:
Will transfer to:

Period	Room	Course	Teacher Acad	Work Habits	Coop	Sign
1						
2						
3						
4						
5						
6						

Clearances

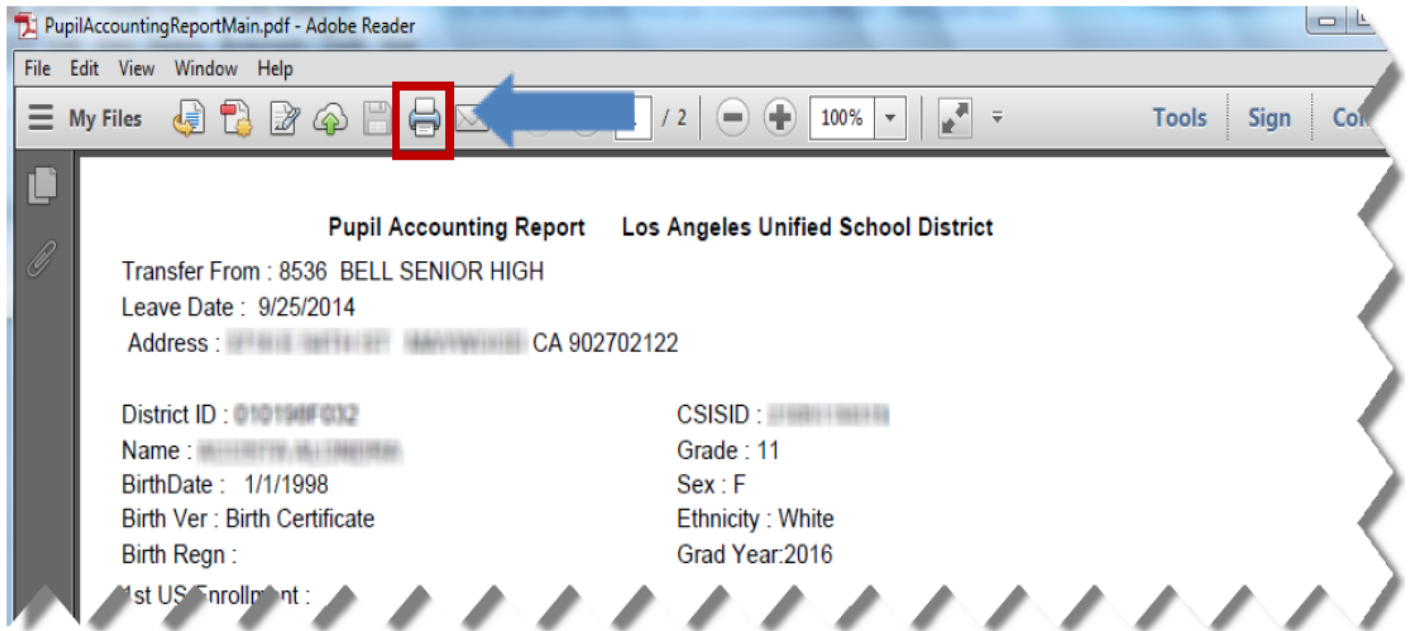
Attendance Office	PE Office
Counseling Office	Special Ed Dept
Deans Office	Student Store
Finance Office	Textbook Room
Health Office	
Library	
Locker Clearance	

Obligations

Debt or Title of the Book	Condition Number	Debt	Teacher

TRANSFER FORM/PUPIL ACCOUNTING REPORT (PAR)

The original is distributed to the parent/guardian when the student checks out. The office copy must be retained in the Attendance Office for present and last school year.



SAMPLE OF CALIFORNIA SCHOOL IMMUNIZATION RECORD FOR SECONDARY LEVEL

The original must be filed in each cumulative record for every student. We must provide a copy to the parent when students check out of the school.

State of California—Health and Human Services Agency		California Department of Public Health	
<b style="font-size: 1.2em;">CALIFORNIA PRE-KINDERGARTEN AND SCHOOL IMMUNIZATION RECORD		Pre-kindergarten facility and school staff must record the required vaccine dose information and status of requirements for each pupil. <i>See reverse side for guidance.</i>	
PUPIL NAME (LAST, FIRST, MIDDLE)		STATEWIDE STUDENT IDENTIFIER (SSID)	
Key, Cindy Ann		0499911134	
NAME OF PARENT/GUARDIAN (LAST, FIRST)		BIRTHDATE (MONTH/DAY/YEAR)	
Key, Daniel		4/9/2002	
ETHNICITY		SEX	
<input checked="" type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Non-Latino		Female	
RACE		<input type="checkbox"/> African-American/Black <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input checked="" type="checkbox"/> White <input type="checkbox"/> Other	

REQUIRED VACCINE	DATE EACH DOSE WAS GIVEN (MM/DD/YY)					Permanent Medical Exemption	Notes for School Requirements
	1 ST	2 ND	3 RD	4 TH	5 TH		
IPV / OPV (Polio)	06/06/02	09/05/02	11/03/03 <small>Age: 1 years</small>	08/08/07		<input type="checkbox"/>	4 doses meet TK/K-12 requirement, as do: 3 doses, if ≥1 dose given at age ≥4 years.
DTaP / DTP – Age 0-6 years Tdap / Td – Age 7+ years (Diphtheria, Tetanus, Pertussis)	06/06/02	09/05/02	11/03/03 <small>Age: 1 years</small>	08/08/07 <small>Age: 5 years</small>	04/01/12	<input type="checkbox"/>	5 doses meet TK/K-12 requirement, as do: 4 doses, if ≥1 dose given at age ≥4 years; 3 doses, if ≥1 Tdap dose at age ≥7 years; Tdap dose may meet 7 th Grade requirement.
MMR (Measles, Mumps, Rubella)	08/08/07 <small>Age: 5 months</small>	04/01/12				<input type="checkbox"/>	2 doses meet TK/K-12 requirement. Doses must be given at age ≥1 year.
Hib (Haemophilus influenzae type b)	08/08/07	04/01/12				<input type="checkbox"/>	Required for pre-kindergarten only. At least 1 dose must be given at age ≥1 year.
Hep B (Hepatitis B)	08/08/07	04/01/12				<input type="checkbox"/>	3 doses meet TK/K-12 requirement.
VAR / VZV (Varicella or Chickenpox)	08/08/07	04/01/12				<input type="checkbox"/>	2 doses meet TK/K-12 requirement.
Tdap – 7 th Grade (Tetanus, Diphtheria, Pertussis)	04/01/12 <small>Age: 9 years</small>					<input type="checkbox"/>	1 dose given at age ≥7 years meets requirement for 7 th grade advancement and 7 th -12 th grade admission.

STATUS OF REQUIREMENTS	Staff Initials <small>I reviewed pupil's Immunization record</small>	Has All Required Vaccine Doses	Requires Follow-up			Follow-up Date(s) <small>(See conditional admission schedule or exemption end date)</small>	Other <small>See codes on reverse side</small>	Date Requirements Met
			Temporary Medical Exemption	Missing Doses Not Currently Due—Conditional	Missing Doses Are Overdue—Needs Doses Now			
Pre-Kindergarten <small>(Child care or preschool)</small>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
TK/K-12	AV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> IEP <input type="checkbox"/> IND <input type="checkbox"/> Home <input type="checkbox"/> PBE (pre-2016)	08/08/07	
7 th Grade <small>(Advancement or admission)</small>	AV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> IEP <input type="checkbox"/> IND <input type="checkbox"/> Home	04/01/12	

The California Department of Public Health places strict controls on the gathering and use of personally identifiable data. Personal information is not disclosed, made available, or otherwise used for purposes other than those specified at the time of collection, except with consent or as authorized by law or regulation. The Department's information management practices are consistent with the Information Practices Act (Civil Code Section 1798 et seq.), the Public Records Act (Government Code Section 8250 et seq.), Government Code Sections 11015.5 and 11019.9, and with other applicable laws pertaining to information privacy.

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