EBUS Academy WITHDRAWAL PROCESS for INACTIVE STUDENTS

(an inactive student - no recent work submissions, no recent contact by phone, e-mail or mail)

If a student is inactive in a course the teacher will:

- 1. Make three documented attempts to contact the student/parent (by e-mail **and** phone).
- 2. Secondary/adult teacher make contact with appropriate Academic Advisor for additional contact/support (i.e. contacting home school for cross-enrolled students, SBT for grade 8 and 9 students, etc.).
- 3 Report an "I" to the student/parent on an interim, mid-term or "at-risk" report or in a formal letter to the student/parent.

Once the above steps have been completed the teacher may refer the student to the grade level administrator.

Administration will:

Step 1	Make a documented phone call to the student/parents.
Step 2	Send a letter to student/parent indicating that the student will be withdrawn from course/school if EBUS is not contacted by a specified date regarding student's intention to become active in course/school (sample attached).
Step 3	Send a letter to student/parent indicating that student has been withdrawn from course/school (sample attached).
Step 4	Make a follow-up phone call to student/parent for EXIT interview.

When a "W" is reported on any report card a grade percentage MUST be indicated in the comment.

If a student becomes active after an extended period of inactivity they will be referred to the grade level Academic Advisor.

Dear

It has come to my attention that <student> has been inactive in <course/grade>. <Teacher> has attempted to contact you by e-mail and by phone and an "I" has been reported on the <interim/report card>.

We ask that you contact us by <date> to discuss your intentions for <student> to begin to actively work on <course/grade>. If we do not hear from you by this time <student> will be withdrawn from the <course/school>.

We understand that there are many reasons why a student may not be making progress in a <course/grade> and hope that together we can find an appropriate solution to the present situation.

Please contact me at < phone #>.

Sincerely,

EBUS Academy Administrator

Dear

I am writing to inform you that that <student> has been withdrawn from <course/grade> due to inactivity.

If you are in possession of any resources or a computer from EBUS please return them immediately. A return shipping label is provided.

Best wishes in your education.

Sincerely,

EBUS Academy Administrator

WITHDRAWAL PROCESS for INACTIVE STUDENTS Staff Checklist

STUDENT: _____ GRADE/COURSE: _____

TEACHER:

1. Attempted contact with student/family:

1		
DATE	by PHONE	RESPONSE
	or E-MAIL	(no answer, left message, bounced back, etc.)

2. Contact with appropriate Academic Advisor (secondary/adult):

DATE	ACTION	RESPONSE

3 "I" or "Inactive" reported:

i or materi	
DATE	METHOD
	(interim, report card, at-risk report, letter)

ADMINISTRATOR: _____

1. Attempted phone contact with student/family:

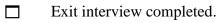
DATE	RESPONSE

2. Warning letter mailed to student/family:

DATE	RESPONSE / ACTION

3. Withdrawal letter mailed to student/family:

DATE	RESPONSE



□ % reported on report card