

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| Step 2 | Send a letter to student/parent indicating that the student will be withdrawn from course/school if EBUS is not contacted by a specified date regarding student’s intention to become active in course/school (sample attached).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| Step 3 | Send a letter to student/parent indicating that student has been withdrawn from course/school (sample attached).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.

Warning re withdrawal letter

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 will be withdrawn from the 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

Withdrawal letter

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 has been withdrawn from 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:

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

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

DATE	ACTION	RESPONSE

3. "I" or "Inactive" reported:

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

- Exit interview completed.
- % reported on report card