

Everett Public Schools
Emigrant Status Documentation

The Every Student Succeeds Act (ESSA) High School Graduation Rate Non-Regulatory Guidance document dated January 2017 states on page 20, B-13:

“A school or LEA must have written confirmation that a student has emigrated to another country but need not obtain official written documentation. (ESEA section 8101(23)(B) and (25)(B); 34 C.F.R. § 200.34(b)(3)(ii)). For example, if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student’s file. The regulations do not require written documentation to be “official” for a student who emigrates to another country because the Department recognizes that it may be difficult, if not impossible, to obtain transcripts or other official documentation from another country confirming that the student is enrolled in school.”

The Principal or an Asst. Principal, if available, should talk with the parent/caller/contact and provide the registrar with written documentation by filling in the information below. If the Principal/Asst. Principal is not available, the staff member (i.e. registrar, secretary, success coordinator, counselor) shall obtain as much information as possible by asking the same questions that the Principal/Asst. Principal would ask, complete the form below and provide it to the Principal/Asst. Principal for follow up. If the Principal/Asst. Principal is not able to make contact with the parent/caller/contact, the administrator is to make note of that below. Once the information is obtained and approved by the Principal/Asst. Principal, the registrar will update eSchoolPlus, send a copy to Karen Sullivan-CRC/OTG and file the original document in the student’s cumulative file folder (see Step 4 below).

STEP 1:

Student Name: _____ Student ID: _____ School: _____

Current SY entry date: _____ Current SY withdraw date: _____ FGY: _____

Name of Contact: _____ Relationship
to Student: _____

Date: _____ Time: _____ Phone #: _____ Email: _____

Detail summary of conversation (*include where emigrating to, when, why*): _____

Information obtained by: _____ Title: _____

STEP 2 (if applicable):

If information above was not obtained by Principal/Asst. Principal, Principal/Asst. Principal to contact and document:

Date: _____ Time: _____ Phone #: _____ Email: _____

Detail summary of conversation (*include where emigrating to, when, why*): _____

Information obtained by: _____ Title: _____

STEP 3:

☐ Principal/Asst. Principal approves changing dropout code to a confirmed transfer.

Signature of Principal/Asst. Principal: _____ Date: _____

STEP 4:

- ☐ School changes the eSchoolPlus withdraw code to a confirmed transfer, “T5” and adds the following note to the Comments field, “Emigrant Status Document approved by (princ/asst princ name) emigrating to (name of country).
- ☐ School updates eSchoolPlus Dropout Plan
- ☐ School files original in student’s cumulative file folder
- ☐ School sends copy to Karen Sullivan – CRC/OTG