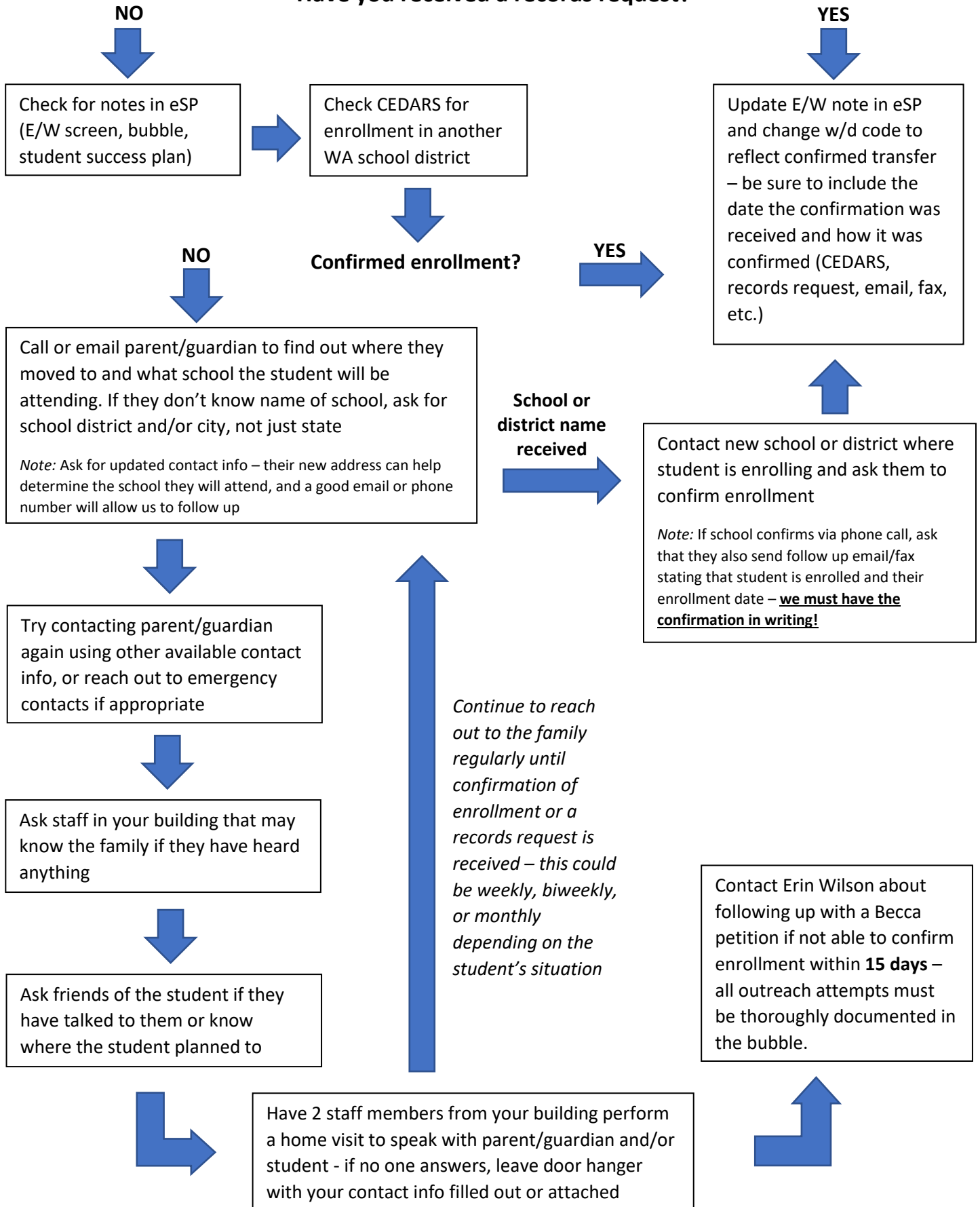


CDU Follow Up Process

Have you received a records request?



CDU Follow Up Process

If a student is withdrawn using a dropout code (C,D or U), we do not know their location or plan for school, or if they are an unconfirmed transfer to another school or program, please follow the steps below before reaching out to the District for support.

- Check for notes in eSP (E/W, bubble, student success plan)
- Check CEDARS for enrollment in another WA school district
- Contact the new school or district the student is supposed to be enrolling in and ask them to confirm enrollment
 - If the school confirms via phone call, ask that they also send a follow up email/fax stating that the student is enrolled and their enrollment date – we must have the confirmation in writing!
- Call or email parent/guardian to find out where they moved to and what school the student will be attending
 - If they don't know the new school's name, ask for the school district and/or city, not just the state
 - Ask for updated contact info – their new address can help determine the school they will attend, and a good email or phone number will allow us to follow up
- Try contacting the parent/guardian again using other available contact info, or reach out to the emergency contacts if appropriate
- Ask staff in your building that may know the family if they have heard anything.
- Ask friends of the student if they have talked to them or know where the student planned to move to
- Have 2 staff members from your building perform a home visit to speak with the parent/guardian and/or student.
 - If no one answers, leave a door hanger with your contact info filled out or attached
- Contact Erin Wilson, Becca/Tuancy Success Coordinator, about following up with a Becca petition if not able to confirm enrollment within 15 days – all outreach attempts must be thoroughly documented in the bubble
- Continue to reach out to the family regularly until confirmation of enrollment or a records request is received – this could be weekly, biweekly, or monthly depending on the student's situation

If you have questions regarding this process or whether the documentation you received counts as a confirmed transfer, please contact Jaci Barbano, District Success Coordinator, or LMS.

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