

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 school administrator, if available, should talk with the parent/caller/contact and provide the registrar with written documentation by filling in the information below. If the administrator 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 administrator would ask, complete the form below, and provide it to the administrator for follow up (if deemed necessary by the administrator). If the administrator 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 administrator, the registrar will update eSchoolPlus, scan and email a copy of the signed form to Jaci Barbano-CRC/CCR and file the original document in the student’s cumulative file folder (see Step 4 below).

STEP 1:

Student Name: _____ Student ID: _____ School: _____

Entry Date: _____ Withdraw Date: _____ Grad Year: _____

Name of Contact: _____ Relationship
to Student: _____

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

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

Information obtained by: _____ Title: _____

STEP 2 (if applicable):

If information above was not obtained by School Administrator, Administrator contacts and documents:

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

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

Information obtained by: _____ Title: _____

STEP 3:

☐ School Administrator approves changing dropout code to a confirmed transfer.

Signature of School Administrator: _____ Date: _____

STEP 4:

- ☐ School changes the eSchoolPlus withdrawal code to a confirmed transfer, “T5” and adds the following note to the Comments field, “Emigrant Status Document approved by (administrator name) emigrating to (name of country).”
- ☐ School updates eSchoolPlus Dropout Plan (*if applicable*)
- ☐ School files original in student’s cumulative file folder
- ☐ School emails copy to Jaci Barbano, jbarbano@everettsd.org