



ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

5103 STUDENT MEMBERSHIP REPORTING PROCEDURE

Purpose

To ensure fidelity in Entheos membership reporting to state and other required entities of enrollment data.

Policy

- I. For proper membership accounting, the date of withdrawal must be the day after the last day of attendance or within 10 days after the last day of attendance on which it is officially known that the pupil has left school for one of the following reasons:
 - A. completion,
 - B. dismissal,
 - C. death,
 - D. transfer or
 - E. administrative withdrawal.
- II. Transfer Students. Entheos has developed and implemented policies and procedures to ensure documentation is created and retained and that the proper transfer code is entered in the student information system for students that transfer from Entheos
- III. The date does not necessarily have to be the day after the last day of attendance, but in no case may it be longer than 10 days after the last day of attendance at any time during the year except in case of:
 - A. sickness,
 - B. Hospitalization
 - C. home and hospital services being provided according to district policy
 - D. pending court investigation and action, and
 - E. prior-approved trip. (Home and hospital is comprised of two hours of instruction per week, with at least one contact per week and documentation of that contact on record for the auditors.)
- IV. Entheos Academy Schools will withdraw students after 10 consecutive days of absence unless they meet one or more of the exceptions listed above.
- V. A letter will be sent by the school notifying the parents of the withdrawal including:
 - A. Date of withdrawal

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- B. Meeting requirement of 10 days of consecutive absence
 - C. Contact to re-enroll student or inform of transfer
- VI. If a parent attempts to obtain a Home School affidavit and withdraw their student after the student has been referred to truancy court, the court process will continue even if the student is in Home School. Court-ordered students in the truancy program must not be withdrawn from school records. The court process will continue for students referred for truancy, even if they withdraw from school in the meantime.