



PowerSchool Training - Exiting Students

Data management Department 2023-2024 School year training

Data Management Staff

South End District Offices

160 Iranistan Ave

Bridgeport, CT 06604

Phone: (203) 275-1278 Fax: (203) 337-0163

- ▶ **PJ Karaffa** - Director of Data Management
- ▶ **Mike Ferraiolo** - Assistant Director, Data Management
- ▶ **Dawn Postolowski** - Assistant Manager, Data Management
- ▶ **George Ocasio** - Transportation Specialist
- ▶ **Claudia Osorio** - PSIS Coordinator
- ▶ **Luis Santiago** - Data Systems Support Specialist

STATE AND FEDERAL REGULATIONS

- ▶ FERPA (Family Educational Rights and Privacy Act)
 - ▶ Is a federal law that was enacted in 1974. FERPA protects the privacy of student education records. All educational institutions that receive federal funding must comply with FERPA.
- ▶ COPPA (Children's Online Privacy Protection Act)
 - ▶ Is a law created to protect the privacy of children under 13. The Act was passed by the U.S. Congress in 1998 and took effect in April 2000. COPPA is managed by the Federal Trade Commission (FTC).
- ▶ PA 16-189 (A Connecticut act concerning student data privacy.)
 - ▶ (Effective October 1, 2016)
- ▶ Internet Policy - (District Policy)

WHAT IS PSIS?

- ▶ The Connecticut State Department of Education (CSDE) uses the Public School Information System (PSIS), to collect data regarding student enrollment throughout the state of Connecticut. These data are used for federal and state grants; PSIS data also connect to other CSDE data collection systems and is used for public reporting and analysis as well.
- ▶ PSIS is a mirror of our Student Information System (PowerSchool)

REGISTER VS ROSTER

- ▶ **State Language:**

- ▶ For the students who register (i.e. during the summer) and NEVER show up in your schools (i.e. no face time), you should still be making a good faith effort to learn the student's status, prior to taking them off of your rosters. A letter, sending someone to the house, some form of notification.

- ▶ Register is when a child is actively enrolled in your school.
- ▶ Roster is when an active student is enrolled in a classroom.

Due Process**

- ▶ To remove a student from PowerSchool, you must first fully complete the Due Process procedure.
 - ▶ Phone:
 - ▶ A minimum of three attempts must be made by phone to contact the family. All documented phone numbers from PowerSchool **must be used**, for example, home phone, cell phone, emergency and/or health record phone numbers.
 - ▶ A log of these phone attempts must be kept in the Due Process section of PowerSchool.
 - ▶ Letter:
 - ▶ A certified letter must be mailed home and a copy of the proof of delivery must be uploaded in the due process section of PowerSchool.
 - ▶ Visit:
 - ▶ A referral for visit must be made and documented. This can be referred to/completed by DCF, authorized Board of Education personnel or law enforcement.
 - ▶ This referral and subsequent visit must be logged in PowerSchool.

*****As you are completing the Due Process, Students MUST be enrolled in classes and attendance is to be taken. Success Academy and No Show classes are not to be used.*****

Due Process (continued):

When the whereabouts of the student are NOT known:

1. If the district has been unable to locate the child, then the district must ensure that it has exhausted its **due process** procedures and practices. These steps include but are not limited to sending mail to the student's last known address, home visitation by a school official, health/safety visit by law enforcement, and filing a referral of educational neglect with the Department of Children and Families (Form DCF-136).

Definitions and code lists for the above data elements will be available on our help site
(<http://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/PSIS-Help-Site/Documentation>)

- 62

Updated August 2023

Appendix L - Reporting Information about Students who are Disengaged (cont'd)

2. If after all these and any additional efforts, the district has still been unable to locate the child, and has a reasonable belief that the student has moved out of the district, or transferred to another school in the state

(public, private, charter, etc), or is receiving homeschooling instruction, then in very limited circumstances the district may unregister the child from PSIS with an exit code of 25 (Moved, not known to be continuing). The exit date must be the date when the district completes its **due process**; the exit date should not be backdated. Conversely, if the **due process** procedures allow the district to verify that the student actually transferred to another school, then the information obtained must be used to report a transfer date.

In such cases where the child's whereabouts are unknown, there is no specific time period that dictates when to unregister a student because it will depend on the specifics of the situation and the time it takes for the district to complete its adopted **due process** procedures, to pursue any and all efforts to locate the student, and to investigate the reasonable belief that the child has moved out of district. Districts should consider all of the following prior to seeking to unregister a student:

- Have you made a good faith effort to ascertain the status of the student?
- Do you have evidence which supports your efforts to locate the student?
- Do you have documentation of your process leading up to the student's removal through unregistration?

Due Process (continued):

Appendix L - Reporting Information about Students who are Disengaged

Sometimes, despite the most exhaustive efforts by educators, they are unsuccessful in re-engaging some students who may have stopped coming to school. Such discontinuance may occur during the year. It may also occur during the summer; for example, there are students who are registered during the summer and NEVER show up in your district.

The following guidance is designed to assist districts with reporting of students in such situations to the Public School Information System (PSIS). This guidance is related only to PSIS data reporting, and must be considered in conjunction with the law and the district's procedures regarding attendance.

Of note, even if a school district unilaterally "unregisters" a child from PSIS based on this guidance, the district may have an obligation to reenroll the child in school should the child return to the district at some future time. This obligation may exist, for example, due to the child's illustrating their continued or renewed status as a resident in the district, or their participation in certain programs that would require continued enrollment in the district (such as the Open Choice program), unless the child's parents had officially withdrawn the student.

When the whereabouts of the student are known:

1. If it has been confirmed by the district that the child is no longer residing in the district, then the district must unregister the child with the appropriate exit code. Proper evidentiary documentation must be maintained at the district to affirm that the child is no longer residing in the district. Examples of such documentation include formal notification by the parent or a formal request for records from the child's new school district.
2. If it has been confirmed by the district that the child is still residing in the district but not attending school, then the district must implement its **due process** procedures and practices to get the child to start attending school. These steps include but are not limited to sending mail to the student's last known address, home visitation by a school official, referral to community agencies (e.g., Youth Service Bureau, Child Guidance Clinics) filing a referral of educational neglect with the Department of Children and Families (Form DCF136), and holding PPTs in compliance with Child Find obligations to see if the child is eligible for special education. Except for as described below with parental permission, or if the child is over 18 years of age (or over 21 years and engaged in special education), the district may not unregister the school-aged child if the child is known to be residing in the district. The school must continue efforts to try to reengage the child to return to school.

Due Process (continued):



If the child is 17 years of age, the parent or person having control of the child may withdraw such child from school and enroll such child in an adult education program pursuant to sections 10-69 and 10-184. Such parent or person shall personally appear at the school district office and sign an adult education withdrawal and enrollment form.

Additionally, for any child regardless of age, the parent may indicate other reasons for removing the child from school such as transferring to another public school in the state, enrolling in private school, transferring to a charter school, or receiving homeschooling instruction. If, however, the parent does not take affirmative steps to withdraw the child from school, then the child must remain enrolled in PSIS. The district must continue its efforts to try and reengage the child to return to school.

When the whereabouts of the student are NOT known:

1. If the district has been unable to locate the child, then the district must ensure that it has exhausted its due process procedures and practices. These steps include but are not limited to sending mail to the student's last known address, home visitation by a school official, health/safety visit by law enforcement, and filing a referral of educational neglect with the Department of Children and Families (Form DCF-136).

The Use of Exit Code 21

C.G.S 10-184 Duties of parents. School attendance age requirements

Special Note Regarding 17-Year Olds Effective July 1, 2023

The parent or person having control of a child seventeen years of age **may withdraw such child from school and enroll such child in an adult education program pursuant to section 10-69**. Such parent or person shall personally appear at the school district office and sign an adult education withdrawal and enrollment form. Such adult education withdrawal and enrollment form shall include an attestation (1) from a school counselor or school administrator of the school that such school district has provided such parent or person with information on the educational options available in the school system and in the community, and (2) from such parent or person that such child will be enrolled in an adult education program upon such child's withdrawal from school.

Exit type 21 – Discontinued Schooling can no longer be used for 17-year-old students.



C.G.S 10-184 Duties of parents. School attendance age requirements

-For the school year commencing July 1, 2023, and each school year thereafter, a student who **is eighteen years of age or older may withdraw from school. Such parent, person or student shall personally appear at the school district office and sign a withdrawal form**. Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that such school district has provided such parent, person or student with information on the educational options available in the school system and in the community.

Exit the student in PSIS using exit type 21-Discontinued Schooling if ALL conditions cited by the law met



What paperwork is required to exit a student?

- ▶ A signed withdrawal form
- ▶ A request for records from the receiving (requesting) school
- ▶ Written notification i.e. email from the parent or guardian
- ▶ A concurrent registration from the CSDE

Exiting Rule: In District Transfer “01”

- ▶ When exiting a student, do not point the child to a school unless you receive a phone call or email stating that the child is physically at the requesting school to enroll.
 - ▶ This will eliminate any gaps in enrollment, which are prohibited by State Law

ATTENDANCE

Some Attendance Measures *May Be* Misleading

- **Average daily attendance** measures the average number of students who show up on any given day.
 - *(If 95% of all students enrolled in a school show up on most all days it would seem there is not an attendance problem; this ignores the percentage of children who may be missing significant amount of school and instructional time).*
- **Truancy** rates only include unexcused absences, while chronic absenteeism includes both excused and unexcused.
 - *(Extant research suggests that student achievement suffers when students lose instructional time no matter the reason for the absence).*



State Policy

Data Reporting: Please Follow The Rules

- Districts are **strongly prohibited** from seeking to use the unenrollment of students to favorably report aggregate school- and district-level student attendance measures (e.g., chronic absenteeism rates).
- Due to federal reporting requirements and guidelines, the district exit date used when unregistering a student must be the date from an official document (e.g., transcript, appropriate signed parent withdrawal form, IEP, etc.).
- Districts must adhere to all appropriate due process procedures before seeking to withdraw a student from PSIS, taking into full consideration compulsory education regulations (10-184), set forth truancy requirements and all other necessary documentation required.



WIPING OUT ATTENDANCE

- ▶ There are cases where you will not be able to exit a child based on his/her attendance records i.e. (they have attendance with another school on that day you are trying to enroll them.)
- ▶ *The removal of attendance records other than the above is forbidden!!!*

*** Data Management now has a way to check if a student's attendance is being wiped out due to backdating. ***

Extended Family Vacations/Travel

- Students missing **more than half** of the instructional school day for the purpose of travel or vacation are reported as “absent.”
 - The fact that a parent or guardian has authorized such absence has no impact on the child being reported as “absent.”
 - In addition, students removed from school for extended stays abroad are reported as “absent” even if the child was provided with supplemental work by their home school in an effort to minimize the child’s missed classroom instruction.



CONNECTICUT STATE DEPARTMENT OF EDUCATION

EXTENDED FAMILY VACATIONS/TRAVEL

EXTENDED FAMILY VACATIONS/TRAVEL Part 2

Extended Family Vacations/Travel

- If a student is actively reported in the PSIS Register Module during the period of any such extended travel abroad or elsewhere, then the local education agency may **not** unenroll the student from the Public School Information System without the appropriate legal authorization of the parent or guardian.
- Connecticut General Statute (C.G.S) §10-184 requires children between the ages 5 and 18 to be enrolled in a public school, unless the parent or person having control of the child is able to demonstrate that the child is receiving equivalent instruction elsewhere. Children going on an extended vacation should not be unregistered from your district



Job Corps

- ▶ How do we handle the Job Corps students?

- ▶ If a 17 year old student is exiting your school to attend Job Corp, they can be exited as follows:

- ▶ Exit Code “23”- If the student will be receiving a GED while at Job Corp.

- ▶ Exit Code “25”- If the student will NOT be obtaining a GED.

- ▶ Proof of enrollment in Job Corps must be uploaded to PowerSchool

Enrollment vs Health

- ▶ Enrollment vs Physically Attending School
- ▶ When a new child comes to enroll in your school and has all of the necessary documents **but** the health immunizations and records, you **must** enroll that child into your school.
- ▶ The child cannot physically start until the health records are present and the nurse has cleared the child to physically start attending the school.
- ▶ ***Enrollment*** in the school is different than ***physically attending***.
- ▶ By state law, the school must absorb the absences until the child is cleared by the nurse.
- ▶ It is imperative that the nurse is involved and gets all of the pertinent information regarding the child.

Common Errors

- ▶ Backdating
- ▶ Enrollment Gaps
- ▶ Reverse Enrollments
- ▶ Overlapping Enrollments
- ▶ Using Exit Code “01” incorrectly
- ▶ Misused Exit Code
- ▶ Missing Exit Comments
- ▶ Incorrect/missing Due Process Procedure
- ▶ Missing Parent Info/ Emergency Contact Info
- ▶ Missing Gender, Race and Ethnicity, Resident Town Codes