# Withdrawal Notification Form

Complete the form when an eligible migratory student leaves your district and enrollment is terminated. The completed form should be submitted via secure email within 10 days of withdrawal to **Colette Stotts, at** [**colette.stotts@iowa.gov**](mailto:colette.stotts@iowa.gov)**.**

If you have questions on how to complete the form or what the definitions mean, contact Rachel Pettigrew at [rachel.pettigrew@iowa.gov](mailto:rachel.pettigrew@iowa.gov) or 515-380-5115.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Withdrawal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for Withdrawal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If moving, name of new district and new home, if known.

New District (Name/State), if known \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Home Address, if known \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designated Graduation School, if known \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*\*If a student has a home district to which they return on a regular basis and where they intend to graduate, please indicate the name of the school.*

|  |  |  |
| --- | --- | --- |
|  | **Regular School Year** | **Summer Term** |
| **Check all that apply** | * Passed the HiSET Exams and obtained HSED (formerly GED) * Referred to a HiSET Program; Name/Location of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * EL Indicator * IDEA Indicator * Priority for Service (PFS) Indicator * Participated in Apprenticeship Program * Participated in Alternative HS Program * PK child enrolled in PK program not funded by migratory funds | * Passed the HiSET Exams and obtained HSED (formerly GED) * Referred to a HiSET Program; Name/Location of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * EL Indicator * IDEA Indicator * Priority for Service (PFS) Indicator * Participated in Apprenticeship Program * Participated in Alternative HS Program * PK child enrolled in PK program not funded by migratory funds |
| *Report on services* ***funded only with migratory funds***  *(Definitions provided on page 2* | * Continuation of Services * Reading Instruction – Certified Instructor * Reading Instruction – Non-Certified Instructor * Math Instruction – Certified Instructor * Math Instruction – Non-Certified Instructor * E.L.L. Instruction – Certified Instructor * E.L.L. Instruction – Non-Certified Instructor * HS Credit Accrual * Support Services (please specify service in Notes) * Counseling Services * Referred Services (please specify referral in Notes) * PK child enrolled in PK program funded with migratory funds * Out of School Youth received instructional services | * Continuation of Services * Reading Instruction – Certified Instructor * Reading Instruction – Non-Certified Instructor * Math Instruction – Certified Instructor * Math Instruction – Non-Certified Instructor * E.L.L. Instruction – Certified Instructor * E.L.L. Instruction – Non-Certified Instructor * HS Credit Accrual * Support Services (please specify service in Notes) * Counseling Services * Referred Services (please specify referral in Notes) * PK child enrolled in PK program funded with migratory funds * Out of School Youth received instructional services |

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person completing form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Definitions

**Reasons for Withdrawal may include:** Moved, Graduated, Dropped out or Deceased.

**Dropped Out:** Mark if the student dropped out of school during the regular school year. In the Notes section, please provide any details that would be helpful for our follow-up with the student. (Phone numbers for student/parent and school counselor; Reason for dropping out; If student is dropping out to work, provide employer name and work hours, if known; etc.)

**HiSET/HSED (formerly GED):** Mark if the student passed the HiSET exams and obtained an HSED (High School Equivalency Diploma) in Iowa during the regular school year. Also indicate if the student was referred to a HiSET program; the HiSET program has worked with government agencies to ensure that those earning a credential by passing the HiSET exams will be recognized for purposes of meeting federal education requirements, such as to qualify for federal student aid in the form of grants, loans and work-study funds. High School Equivalency (HSE) credentials are portable, which means they are recognized and valid across states in the same way a high school diploma is recognized.

**English Learner (EL):** Mark if the student is identified as an English Learner (EL)

**IDEA:** Mark if the student is identified as a child with a disability under IDEA, Parts B or C.

**Priority for Service (PFS) Indicator**: Mark if student met the criteria for PFS, which is defined as *children (1) whose education has been interrupted during the regular school year, and (2) who are failing, or most at risk of failing, to meet the State’s challenging State academic content standards and challenging State student academic achievement standards.*

**PK child enrolled in PK program not funded by migratory dollars:** Mark if the student was enrolled in a high-quality preschool program for at least two weeks during the regular school year that is not funded with migratory dollars.

**Continuation of Services:** Mark if the student received instructional or support services under continuation of services. Do **not** mark if student’seligibility expired and did not meet one of the definitions below.

***FAQ:*** *Are there circumstances in which a local operating agency may continue to provide MEP services to children who are no longer eligible for the MEP?*

### Yes. The statute provides three circumstances in which a local operating agency may continue to provide services to children whose eligibility has ended:

1. A child’s eligibility ends during the school term and the agency provides services for the duration of the term (see section 1304(e)(1));
2. A child’s eligibility ends and the agency provides services for an additional school year because comparable services are not available through other programs (see section 1304(e)(2))
3. A local operating agency continues to serve secondary school students who were eligible for services in secondary school through credit accrual programs until they graduate (see section 1304(e)(3)).

**Reading/Math/E.L.L. Instruction by a Certified Instructor or a Non-Certified Instructor:** Mark if the student received reading, math or E.L.L. instruction during the regular school year **provided by a certified teacher only** or **provided by a tutor/para only.**

**HS Credit Accrual Subject:** HS credit accrual is instruction in courses that accrue credits needed for high school graduation and is provided by ateacher for students on a regular or systematic basis, usually for a predetermined period of time. This may include correspondencecourses taken by a student under the supervision of a teacher. Please list the course subject.

**Support Services:** Mark if the student received any MEP-funded support services during the regular school year. These MEP-funded services include, but are not limited to health, nutrition, counseling, and social services for migratory families; necessary educational supplies and transportation. The one-time act of providing instructional or informational packets to a child or family does not constitute a support service.

**Counseling Services**: Mark if the student received counseling services during the regular school year. These MEP-funded services are intended to help a student to better identify and enhance his or her educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development. These activities take place between one or more counselors and one or more students as counselees, between students and students, and between counselors and other staff members. The service can also help the child address life problems or personal crises that result from the culture of migrancy.

**Referred Services:** Mark if the student received an educational or educationally related service funded by a non-MEP program/organization that the student wouldnot have otherwise received without efforts supported by MEP funds. Do not mark if student was referred, but received noservices. List the specific MEP-funded referred services that each student received.

**PK child enrolled:** Mark if the student was enrolled in a high quality migratory-funded preschool for at least two weeks during the regular school year.

**Out of School Youth (OSY) instructional services:** Mark if the student was enrolled in your program during the regular school year as an OSY and received migratory-funded instructional services including but not limited to English language instruction, basic math or reading skills instruction, life skills instruction, credit accrual, etc.