

GUIDELINES FOR WITHDRAWAL OF 18-YEAR-OLD STUDENTS DUE TO NON-ATTENDANCE

Students that are 18 years old, general education or ESE, may be withdrawn with a W15 code for non-attendance only after all procedures outlined in Florida Statute Sections 1003.26 and 1003.27 have been followed. Student Accounting Services must be contacted prior to withdrawing with a W15 code. A general explanation of the procedures is provided below.

Schools may withdraw students who are 18 years old or older and not go through the compulsory attendance rules (i.e., PST meeting, IEP meeting). ESE students who are 18 years old or older sign a Transfer of Rights Form which deems them responsible for their own education and ESE services. It is recommended that schools send a letter notifying parents that the student will be withdrawn giving them the opportunity to return the student to school prior to the withdrawal date by using the form, Notification of Intent to Withdraw Students. Once the student is withdrawn, schools may send one letter notifying parents of the student's withdrawal by using the form, Withdrawal Notice for Students. Refer to the *Compulsory School Attendance Manual*.