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DPS: **03-045**

TAP NUMBER: FY 2003-3
MEMORANDUM

To: District School Superintendents

From: Kathy Mizereck

Date: November 1, 2002

Subject: **TECHNICAL ASSISTANCE PAPER FOR REPORTING DROPOUTS DURING 2002-2003 SCHOOL YEAR**

The proper use of withdrawal codes when students leave school prior to graduation without informing the school or district, or when the whereabouts of the student are unknown, is problematic. In order to respond to this issue and other questions regarding the correct assignment of withdrawal codes, we have prepared the enclosed ***Technical Assistance Paper: Identifying and Reporting Dropouts 2002-2003***.

Aggressive follow-up on students who have been assigned dropout withdrawal codes will provide more accurate information, and can effectively reduce dropout rates and improve graduation rates. This paper describes measures that your district might use to follow up on students who withdraw from your district. Please note that there may be changes in the entry, re-entry, and withdrawal codes, and provide any needed training to appropriate school and district staff to ensure accuracy in identifying and reporting dropouts.

Should you have any questions regarding the content of this technical assistance paper, please contact Michael Lisle by telephone at (850) 487-3510, or by e-mail at Michael.Lisle@fldoe.org.

KM:mlf

Enclosure

cc: MIS Contacts
Dropout Prevention Coordinators
Student Services Directors
Student Data Base Coordinators