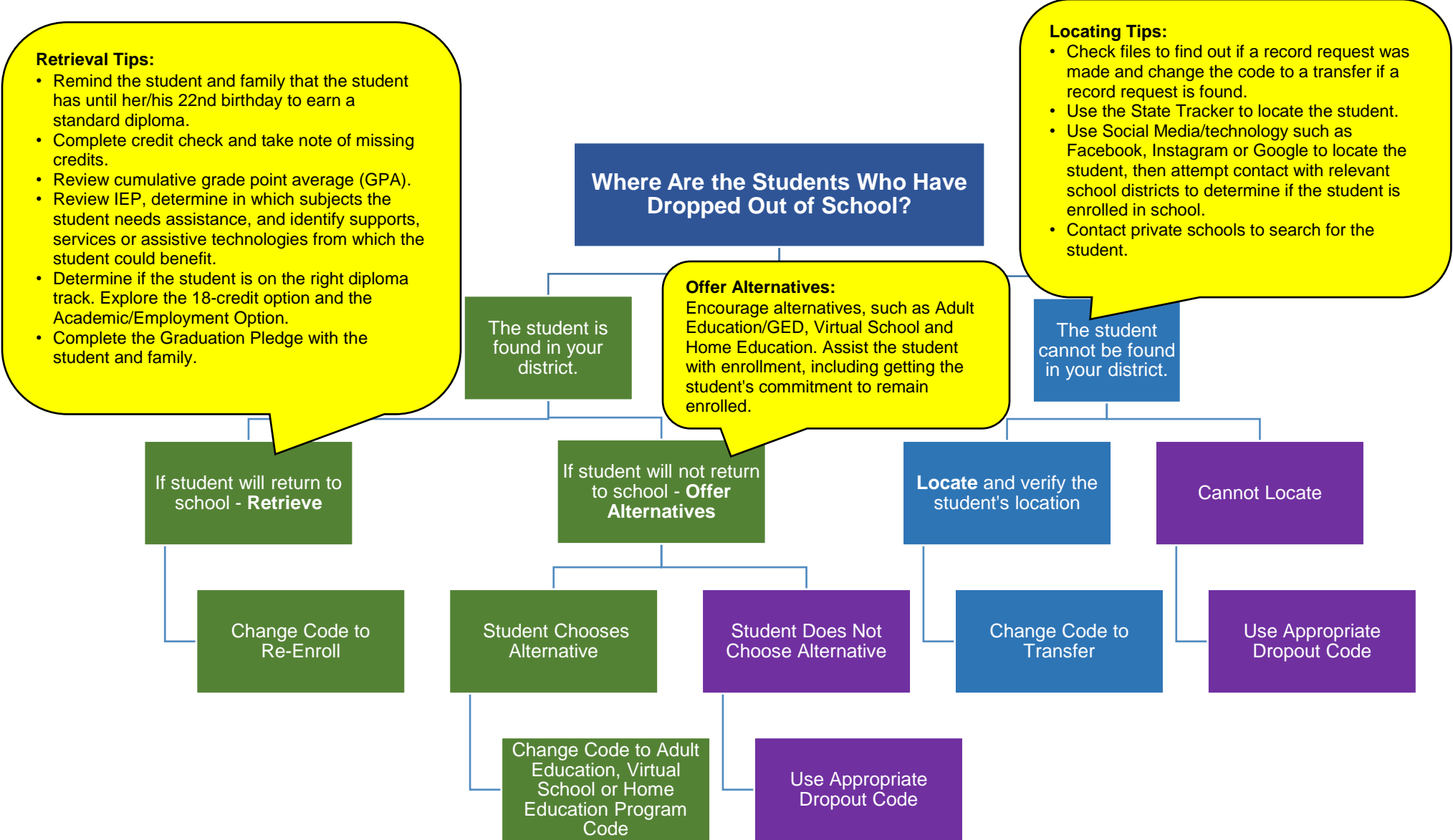


**Dropout Prevention Flowchart:** This flowchart may assist school personnel to locate students who have dropped out of school and restore them to a graduation pathway. Calculate the total number of students in a district, age 14-21, which includes middle school students and 12-Plus Students (5th, 6th, 7th year Seniors) that drop out (DNE, W05, W13, W15, W18, W21, W22, W23) within the school year August through July. Divide the total by the number of ESE Exiters for the same year. An Exiter is defined as a student who does the following: graduates (4-year, 5-year, 6-year and 7-year seniors that graduate); earns a Certificate of Completion; earns a General Education Diploma (GED); or drops out of school (DNE, W05, W13, W15, W18, W21, W22, W23). Contact your Regional Transition Representative (RTR) for technical assistance.



Code and Definition	Retrieval Helpful Hints
<p><b>DNE:</b> Any K-12 student who was expected to attend a school but did not enter as expected for unknown reasons and required documented efforts to locate the student are maintained per s. 1003.26, Florida Statutes.</p>	<p>Ensure that complete contact information is available for the student, including emergency contact information.</p> <p>At the end of the third week of the new school year, attempt to locate the student/family. In some instances, this may require multiple phone calls to various numbers or family members and possibly a home visit.</p> <p>Investigate whether a record request was made by another school. If so, change to the school transfer code (W01-W04, W24).</p>
<p><b>W05:</b> Any student age 16 or older who leaves school voluntarily with no intention of returning and has filed a formal declaration of intent to terminate school enrollment per s. 1003.21, Florida Statutes.</p>	<p>If everything reasonable has been done to convince the student to remain in school, including discussing diploma options and supports, and the student does not want to continue, code the student as W05.</p> <p>A month or two later, make additional phone calls to encourage the student to return. Encourage the student to enroll in adult education and send the student information regarding adult education. If the student enrolls in adult education program, change the code to a W26.</p>
<p><b>W13:</b> Any K-12 student withdrawn from school due to court action. (This code does not apply to DJJ placement.)</p>	<p>This code is specific to students who have withdrawn due to court action, but are not in a Department of Juvenile Justice (DJJ) facility. If the student has entered a DJJ facility, he or she will be receiving educational services and should be coded as a transfer (W01-W04, W24).</p> <p>If the student is in a local county jail, offer educational services and re-code (use district school code for providing education to inmates in jail) accordingly. If the student has been sentenced to an adult facility, determine if the student is enrolled in an adult education program. If so, verify and re-code as a W26.</p>
<p><b>W15:</b> Any K-12 student who is withdrawn from school due to nonattendance after all procedures outlined in sections 1003.26 and 1003.27, Florida Statutes, have been followed.</p>	<p>Every effort should be made to utilize an Early Warning System. When a student has missed more than 10 days of instruction, every effort should be made to locate the student to see if he or she has enrolled in another school, then that student would be considered a transfer. If the student is located at home, every effort should be made to convince the student return to school.</p>
<p><b>W18:</b> Any K-12 student who withdraws from school due to medical reasons and the student is unable to receive educational services, such as those provided through the hospital/homebound program.</p>	<p>The only time this code should be used is if the student and family refuse hospital/homebound services.</p>
<p><b>W21:</b> Any K-12 student who is withdrawn from school due to being expelled with no educational services.</p>	<p>Students with disabilities should NOT be expelled from school. They should have a Functional Behavioral Assessment and Intervention Plan in place and an alternative placement explored.</p>
<p><b>W22:</b> Any K-12 student whose whereabouts is unknown and required documented efforts to locate the student are maintained per s.1003.26, Florida Statutes.</p>	<p>The only time this code should truly be used if you have exhausted every effort to locate this student and are unable to locate him or her. The student may have transferred to another school, school district, school out-of-state, and/or charter/private school and would then be considered a transfer.</p>
<p><b>W23:</b> Any K-12 student who withdraws from school for any reason other than W01 - W22 or W24 - W27.</p>	<p>The only time this code should be used is if the student does not fall into any of the other category codes listed above.</p>