

Withdrawal Code Verification Inquiry Form Results

Governor's Office of Student Achievement

November 30, 2016

Audit Summary

Through a withdrawal code verification audit, GOSA reviews student withdrawal codes reported to the GaDOE to confirm accuracy of those data and to ensure that withdrawal data for systems and schools throughout Georgia are as accurate as possible.

Schools are identified for withdrawal code verification inquiries based on an analysis of ten withdrawal codes, by graduation rate cohort, that allow a student to be removed from the graduation rate cohort but that are not already verifiable with data housed at the GaDOE (C, D, H, J, K, N, X, 2, 3, 5). Schools are selected if they meet one of the following criteria for one of the withdrawal codes:

- If cohort enrollment is between 10 and 40 students, 10% or more of students were withdrawn during the 2015-2016 school year using one of the ten codes, OR
- If cohort enrollment is greater than or equal to 40 students, 7.5% or more of students enrolled were withdrawn during the 2015-2016 school year using one of the ten codes.
- If school is one of a subset of schools chosen annually using random selection software.

School System	School Name	Enrollment in Grades of Interest	Withdrawals in Grades of Interest	GTID Count for Requested Documentation
Atlanta Public Schools	Hillside Conant High School	57	7	7
Atlanta Public Schools	Booker T Washington High School	969	13	10
Bibb County	LakeBridge Behavioral Health	11	2	2
Carroll County	KidsPeace	83	49	10
Carrollton City	Carrollton High School	1558	17	10
Charlton County	Charlton County High School	147	13	10
Chatham County	Savannah Arts Academy	862	7	7
Chattahoochee County	Chattahoochee County High School	419	55	15
Coffee County	Coffee County Career Academy	61	7	7
Commission Charter Schools	Pataula Charter Academy	129	5	5
DeKalb County	Redan High School	392	30	10
DeKalb County	Stephenson High School	1800	20	10
Dougherty County	Albany High School	304	34	10

School System	School Name	Enrollment in Grades of Interest	Withdrawals in Grades of Interest	GTID Count for Requested Documentation
Dougherty County	Dougherty Comprehensive HS	237	18	10
Dougherty County	Monroe High School	646	75	15
Echols County	Echols County High School	63	6	6
Fayette County	McIntosh High School	1727	49	10
Floyd County	Pepperell High School	292	23	10
Fulton County	McClarín High School	37	4	4
Glynn County	Morningstar Treatment Services	17	4	4
Gwinnett County	Gwinnett Online Campus	137	13	10
Habersham County	Habersham Central High School	47	4	4
Habersham County	Habersham Success Academy	28	3	3
Hall County	West Hall High School	1201	30	10
Haralson County	Haralson County High School	358	30	10
Lee County	Lee County High School	56	5	5
Lincoln County	Lincoln County High School	213	4	4
Miller County	Miller County High School	63	6	6
Monroe County	Mary Persons High School	1263	17	10
Montgomery County	Montgomery Academy	94	8	8
Murray County	Pleasant Valley Innovative School	175	15	10
Muscogee County	Jordan Vocational High School	236	18	10
Muscogee County	Shaw High School	292	22	10
Muscogee County	Spencer High School	259	20	10
Richmond County	Performance Learning Center	85	7	7
Richmond County	Richmond County Tech Magnet	117	9	9
State Charter Schools	Georgia Connections Academy	617	62	15
State Charter Schools	Georgia Cyber Academy	4901	650	65
Sumter County	Americus Sumter High School (Old)	24	8	8
Thomas County	Bishop Hall Charter School	86	10	10
Thomas County	The Renaissance Center	38	6	6
Twiggs County	Twiggs County High School	58	5	5
Vidalia City	Vidalia Academy	1662	250	25

**Shaded cell denotes a randomly selected school*

The results of the verification inquiry forms submitted by each LEA are detailed in this report.

The following nine schools provided documentation for all students in accordance with the guidance rules set down by the State Board of Education. No further action is required.

- Carroll County, KidsPeace
- Carrollton City, Carrollton High School
- Commission Charter School, Pataula Charter Academy
- Fayette County, McIntosh High School
- Floyd County, Pepperell High School
- Lincoln County, Lincoln County High School
- Sumter County, Americus Sumter High School
- Thomas County, Bishop Hall Charter High School
- Thomas County, The Renaissance Center

The following 28 schools provided documentation for all students that aligned with the withdrawal code reported; however, documentation for some student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28. No further action is required at this time. Specific details for each school are provided in the following pages.

- Atlanta Public Schools, Hillside Conant High School
- Atlanta Public Schools, Booker T. Washington High School
- Bibb County, LakeBridge Behavioral
- Charlton County, Charlton County High School
- Chatham County, Savannah Arts Academy
- Coffee County, Coffee County Career Academy
- DeKalb County, Redan High School
- DeKalb County, Stephenson High School
- Echols County, Echols County High School
- Fulton County, McClarin High School
- Glynn County, Morningstar Treatment Services
- Gwinnett County, Gwinnett Online Campus
- Habersham County, Habersham Central High School
- Habersham County, Habersham Success Academy
- Hall County, West Hall High School
- Haralson County, Haralson County High School
- Lee County, Lee County High School
- Miller County, Miller County High School
- Monroe County, Mary Persons High School
- Murray County, Pleasant Valley Innovative High School
- Muscogee County, Jordan Vocational High School
- Muscogee County, Shaw High School
- Muscogee County, Spencer High School
- Richmond County, Performance Learning Center
- Richmond County, Richmond County Tech Career Magnet School
- State Charter School, Georgia Connections Academy
- State Charter School, Georgia Cyber Academy
- Twiggs County, Twiggs County High School

The following three schools provided documentation for all students; however, some documentation did not meet the requirements set forth in State Board of Education rule 160-5-1-.28. No further action is required at this time. Next year, these schools will also be monitored for outlier withdrawal patterns since each had a notable percentage of withdrawals of students over 16 years old who transferred to the same private virtual school.

- Dougherty County, Albany High School
- Dougherty County, Dougherty Comprehensive High School
- Dougherty County, Monroe Comprehensive High School

The following school did not provide all documentation for student withdrawals but has provided sufficient explanation or action to satisfy the State's concern at this time. GOSA will monitor the schools' withdrawals for 2016-2017, and the school may be subject to further inquiry or on-site audit next year.

- Glynn County, Morningstar Treatment Center

The following two schools did not provide all documentation for student withdrawals. Both schools were district-authorized virtual schools that were closed after the 2015-2016 school year, and data collections staff were terminated. As such, these schools cannot be monitored during the 2016-2017 school year. No other schools in these districts were identified for inquiry. Since the schools are closed, no further action is needed at this time.

- Montgomery County, Montgomery Academy
- Vidalia City, Vidalia Academy

The remainder of the document provides more detailed information about each school listed in alphabetical order by district name.

Atlanta Public Schools, Hillside Conant High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for six of seven student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Since documentation was provided for all students, the LEA did not propose any additional steps. Going forward, the LEA should ensure schools maintain documentation in line with SBOE Rule, as recommended in GOSA's formal response.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded "U" until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded "U" for unknown, unless a request for transcripts from a student's new school or an intent to home school form has been obtained and placed in that student's file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Atlanta Public Schools, Booker T Washington High School

Reason for School Being Selected

- The school was identified by random selection.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for seven of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

Withdrawal Code Verification Inquiry Form Results Summary

School/LEA Steps Taken to Address Concerns

- School attempted to secure documentation from the school that the student's mother reported would be attended. This request was also provided in the documentation. However, no response or request for transcripts was on file.
- LEA will use a U code in the future until a request for transcripts is received from a student's new school.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded "U" until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded "U" for unknown, unless a request for transcripts from a student's new school or an intent to home school form has been obtained and placed in that student's file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Bibb County, LakeBridge Behavioral Health

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was between 10 and 40 students, and had 10% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for one of two student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- LEA will use a U code in the future until a request for transcripts is received from a student's new school.

Withdrawal Code Verification Inquiry Form Results Summary

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Carroll County, KidsPeace

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- All required documentation was received from the school.

School/LEA Steps Taken to Address Concerns

- N/A

GOSA Response

- The school has provided all appropriate paperwork required for this inquiry. No further action on the part of the school is needed.

Carrollton City, Carrollton High School

Reason for School Being Selected

- The school was identified by random selection.

Inquiry Observations and/or Concerns

- All required documentation was received from the school.

School/LEA Steps Taken to Address Concerns

- N/A

Withdrawal Code Verification Inquiry Form Results Summary

GOSA Response

- The school has provided all appropriate paperwork required for this inquiry. No further action on the part of the school is needed.

Charlton County, Charlton High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for two of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Since documentation was provided for all students, the LEA did not propose any additional steps. Going forward, the LEA should ensure schools maintain documentation in line with SBOE Rule, as recommended in GOSA's formal response.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded "U" until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded "U" for unknown, unless a request for transcripts from a student's new school or an intent to home school form has been obtained and placed in that student's file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Chatham County, Savannah Arts Academy

Reason for School Being Selected

- The school was selected using random selection software.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for four of seven student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

Withdrawal Code Verification Inquiry Form Results Summary

School/LEA Steps Taken to Address Concerns

- The school will begin using “Stat Tracker” software to double check for accuracy.
- Student records reports will now be reviewed and signed off to verify each student has the necessary records.
- Additional training for records keeping will be provided to the counseling secretary.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Chattahoochee County, Chattahoochee High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for three of fifteen student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- The school will ensure that proper documentation is collected from families moving out of the country.

Withdrawal Code Verification Inquiry Form Results Summary

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Coffee County, Coffee County Career Academy

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for three of seven student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Since documentation was provided for all students, the LEA did not propose any additional steps. Going forward, the LEA should ensure schools maintain documentation in line with SBOE Rule, as recommended in GOSA’s formal response.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Withdrawal Code Verification Inquiry Form Results Summary

Commission Charter School, Pataula Charter Academy

Reason for School Being Selected

- The school was identified by random selection.

Inquiry Observations and/or Concerns

- All required documentation was received from the school.

School/LEA Steps Taken to Address Concerns

- N/A

GOSA Response

- The school has provided all appropriate paperwork required for this inquiry. No further action on the part of the school is needed at this time.

DeKalb County, Redan High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for two of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- A webinar was conducted on October 5, 2016 with a new reminder of required SBOE documentation for student withdrawals.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

DeKalb County, Stephenson High School

Reason for School Being Selected

- The school was identified by random selection.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for three of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- A webinar was conducted on October 5, 2016 with a new reminder of required SBOE documentation for student withdrawals.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Dougherty County, Albany High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation has been provided for all students identified by GOSA in accordance with SBOE guidelines.
- Four of the ten students for whom documents were requested were over 16 years of age and transferred to the same private virtual school.

Withdrawal Code Verification Inquiry Form Results Summary

School/LEA Steps Taken to Address Concerns

- Since documentation was provided for all students, the LEA did not propose any additional steps. Going forward, the LEA should ensure schools maintain documentation in line with SBOE Rule, as recommended in GOSA's formal response.

GOSA Response

- The school has provided all appropriate paperwork required for this inquiry. No further action on the part of the school is needed at this time. The percentage of students transferring to the same virtual academy is considered an outlier. Albany High School will be monitored for outlier patterns next year.

Dougherty County, Dougherty Comprehensive High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation has been provided for all students identified by GOSA in accordance with SBOE guidelines.
- Five of the ten students for whom documentation were requested were over 16 years of age and transferred to the same private virtual school.

School/LEA Steps Taken to Address Concerns

- Since documentation was provided for all students, the LEA did not propose any additional steps. Going forward, the LEA should ensure schools maintain documentation in line with SBOE Rule, as recommended in GOSA's formal response.

GOSA Response

- The school has provided all appropriate paperwork required for this inquiry. No further action on the part of the school is needed at this time. The percentage of students transferring to the same virtual academy is considered an outlier. Dougherty Comprehensive High School will be monitored for outlier patterns next year.

Dougherty County, Monroe Comprehensive High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation has been provided for all students identified by GOSA in accordance with SBOE guidelines.
- Seven of the 15 students for whom documentation were requested were over 16 years of age and transferred to the same private virtual school.

School/LEA Steps Taken to Address Concerns

- Since documentation was provided for all students, the LEA did not propose any additional steps. Going forward, the LEA should ensure schools maintain documentation in line with SBOE Rule, as recommended in GOSA's formal response.

GOSA Response

- The school has provided all appropriate paperwork required for this inquiry. No further action on the part of the school is needed at this time. The percentage of students transferring to the same virtual academy is considered an outlier. Monroe Comprehensive High School will be monitored for outlier patterns next year.

Echols County, Echols County High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for three of six student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Since documentation was provided for all students, the LEA did not propose any additional steps. Going forward, the LEA should ensure schools maintain documentation in line with SBOE Rule, as recommended in GOSA's formal response.

Withdrawal Code Verification Inquiry Form Results Summary

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Fayette County, McIntosh High School

Reason for School Being Selected

- The school was identified by random selection.

Inquiry Observations and/or Concerns

- All required documentation was received from the school.

School/LEA Steps Taken to Address Concerns

- N/A

GOSA Response

- The school has provided all appropriate paperwork required for this inquiry. No further action on the part of the school is needed at this time.

Floyd County, Pepperell High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- All required documentation was received from the school.

School/LEA Steps Taken to Address Concerns

- N/A

Withdrawal Code Verification Inquiry Form Results Summary

GOSA Response

- The school has provided all appropriate paperwork required for this inquiry. No further action on the part of the school is needed.

Fulton County, McClarin High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for one of four student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Documentation requirements will be included in training.
- Support staff will discuss this topic during scheduled site visits.
- The LEA is developing a withdrawal code documentation review for spot checking schools throughout the school year.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Glynn County, Morningstar Treatment Center

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was between 10 and 40 students, and had 10% or more of students withdrawn during the 2015-2016 school year.

Withdrawal Code Verification Inquiry Form Results Summary

Inquiry Observations and/or Concerns

- Documentation has been provided for three of four students identified by GOSA in accordance with requirements set forth in State Board of Education rule 160-5-1-.28.
- School was missing documentation for one 18-year-old student who checked himself out of treatment and moved out of state. New staff at the treatment center incorrectly coded the student's withdrawal code as X (out of state transfer). However, the LEA never received a records request from a new school and the student should have been coded U (unknown).

School/LEA Steps Taken to Address Concerns

- LEA has distributed the "Acceptable Documentation for Withdrawal Codes" provided by GOSA to all schools. It will also incorporate the document into the LEA state reporting manual that is distributed during the annual training for data personnel.
- As a result of this inquiry, the LEA has improved communication channels with the Morningstar Treatment Center to ensure proper documentation, and necessary verification of withdrawing students.

GOSA Response

- The LEA has provided all documentation available to it. No further action on the part of the LEA is needed at this time. However, there is some concern regarding proper documentation being kept by Morningstar Treatment Center. It is important that proper documentation is kept for all students, and that student withdrawals are coded correctly when students withdraw from school. Morningstar Treatment Center will be monitored and may be subject to inquiry next year.

Gwinnett County, Gwinnett Online Campus

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for two of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Since documentation was provided for all students, the LEA did not propose any additional steps. Going forward, the LEA should ensure schools maintain documentation in line with SBOE Rule, as recommended in GOSA's formal response.

Withdrawal Code Verification Inquiry Form Results Summary

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Habersham County, Habersham Central High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- Documentation for two of four student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- A student was changed to a “U” code from a “J” code as a result of this audit because a request for transcripts was never received. Documentation was provided to note that the student was deported (a letter from ESOL teacher); however, it does not meet SBOE requirements for acceptable documentation.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Habersham County, Habersham Success Academy

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was between 10 and 40 students, and had 10% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- However, documentation for one of three student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Since documentation was provided for all students, the LEA did not propose any additional steps. Going forward, the LEA should ensure schools maintain documentation in line with SBOE Rule, as recommended in GOSA's formal response.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded "U" until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded "U" for unknown, unless a request for transcripts from a student's new school or an intent to home school form has been obtained and placed in that student's file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Hall County, West Hall High School

Reason for School Being Selected

- The school was identified by random selection.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- However, documentation for four of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Since documentation was provided for all students, the LEA did not propose any additional steps. Going forward, the LEA should ensure schools maintain documentation in line with SBOE Rule, as recommended in GOSA's formal response.

Withdrawal Code Verification Inquiry Form Results Summary

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Haralson County, Haralson County High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- However, documentation for two of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Since documentation was provided for all students, the LEA did not propose any additional steps. Going forward, the LEA should ensure schools maintain documentation in line with SBOE Rule, as recommended in GOSA’s formal response.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Lee County, Lee County High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- However, documentation for one of five student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Since documentation was provided for all students, the LEA did not propose any additional steps. Going forward, the LEA should ensure schools maintain documentation in line with SBOE Rule, as recommended in GOSA's formal response.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded "U" until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded "U" for unknown, unless a request for transcripts from a student's new school or an intent to home school form has been obtained and placed in that student's file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Lincoln County, Lincoln County High School

Reason for School Being Selected

- The school was identified by random selection.

Inquiry Observations and/or Concerns

- All required documentation was received from the school.

School/LEA Steps Taken to Address Concerns

- N/A

GOSA Response

- The school has provided all appropriate paperwork required for this inquiry. No further action on the part of the school is needed at this time.

Miller County, Miller County High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- However, documentation for three of six student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- SBOE acceptable documentation guidance sheet has been given to school data clerks to ensure required documents are kept on file.
- The district data coordinator has moved into the school to be more readily accessible.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Monroe County, Mary Persons High School

Reason for School Being Selected

- The school was identified by random selection.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- However, documentation for two of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

Withdrawal Code Verification Inquiry Form Results Summary

School/LEA Steps Taken to Address Concerns

- School attempted to secure documentation from the school that the mother reported the student would be enrolling in. This form was provided in the documentation to demonstrate evidence of withdrawal reason.
- LEA will use a U code in the future until a request for transcripts is received from a student's new school.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded "U" until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded "U" for unknown, unless a request for transcripts from a student's new school or an intent to home school form has been obtained and placed in that student's file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Montgomery County, Montgomery Academy (School was closed after the 2015-2016 school year)

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students via district records and GADOE portal records.
- However, documentation for seven of eight student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- The school was closed, and data collections staff was terminated.
- All students have been accounted for and records have been adjusted where appropriate.

Withdrawal Code Verification Inquiry Form Results Summary

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. As a result of the school’s closure, no further action is needed at this time.

Murray County, Pleasant Valley Innovative School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- However, documentation for four of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Beginning with the 2016-2017 school year, the school will ensure that parents sign the home school declaration of intent form.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Muscogee County, Jordan Vocational High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- However, documentation for one of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Beginning with the 2016-2017 school year, the school will follow up for missing records requests.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Muscogee County, Shaw High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- However, documentation for two of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Beginning with the 2016-2017 school year, the school will follow up for missing records requests.
- District will also review withdrawal procedures with the attendance clerk.

Withdrawal Code Verification Inquiry Form Results Summary

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Muscogee County, Spencer High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- However, documentation for two of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

Withdrawal Code Verification Inquiry Form Results Summary

School/LEA Steps Taken to Address Concerns

- (Beginning with the 2016-2017 school year, below are new procedures put into place as stated by the LEA)
 - Students who are withdrawing report to the Attendance Clerk to get the appropriate paperwork.
 - If the student withdrawing is a SWD student, the LEA Facilitator should be notified immediately.
 - If the student is an ELL, the ESOL Representative should be notified immediately.
 - The student will meet with their grade level guidance counselor for their exit interview. The principal/principal representative, counselor, and Graduation Coach **MUST** sign and/or initial the withdrawal form before the student can exit.
 - Before leaving the school, all students should have filled out the new Communication Form; where at least 5 -10 phone numbers, emails, Facebook contacts, etc. are given. (Phone numbers should be checked by the guidance counselor for accuracy).
 - Once a school request for records has occurred, the Guidance Clerk should upload the form into documents in Infinite Campus and a date in the appropriate column on the Enrollment/Withdrawal Daily Form. If a contact has been made with another school, the person's information is placed in this column as well.
 - The Guidance Clerk will send the Graduation Coach an email once the request has been uploaded into Infinite Campus. This will allow the Graduation Coach to pull the document and store it in a folder in One Drive.
 - The Guidance Clerk will check weekly for students that our school has not received record request on. This will alleviate students having no End Status or miscoded withdrawal codes.
 - After 30 days or the end of the month in which the student withdraws, (whichever comes later), the attendance clerk must contact the school and/or parent about the status of the student. This student must be coded as a dropout if there is no written documentation to support the initial code.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded "U" until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded "U" for unknown, unless a request for transcripts from a student's new school or an intent to home school form has been obtained and placed in that student's file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Richmond County, Performance Learning Center

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- However, documentation for four of seven student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Beginning with the 2016-2017 school year training will be provided for:
 - Completing withdrawal forms,
 - Ensuring written intent for home school students,
 - Uploading withdrawal forms into the Infinite Campus student information system,
 - Uploading of records requests into SIS,
 - And receiving of records requests before releasing any records for withdrawn students.
- A letter of advisement has been sent to the school principal to ensure understanding of record-keeping relative to withdrawals.
- Beginning November 2016, an internal auditing procedure will be put into place.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Richmond County, Richmond County Technical Career Magnet School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Withdrawal Code Verification Inquiry Form Results Summary

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- However, documentation for one of ten student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Since documentation was provided for all students, the LEA did not propose any additional steps. Going forward, the LEA should ensure schools maintain documentation in line with SBOE Rule, as recommended in GOSA's formal response.

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded "U" until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded "U" for unknown, unless a request for transcripts from a student's new school or an intent to home school form has been obtained and placed in that student's file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

State Charter School, Georgia Connections Academy

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- However, documentation for six of fifteen student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Beginning with the 2016-2017 school year, the school will either create a mechanism for an electronic signature on a document or a mechanism for the parents to scan a submit a signed document for an intent to homeschool.

Withdrawal Code Verification Inquiry Form Results Summary

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

State Charter School, Georgia Cyber Academy

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation was provided for all students that aligned with the withdrawal code reported.
- However, documentation for 53 of 65 student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28. Primarily, parent signatures were not required on withdrawal forms and therefore were not obtained.

School/LEA Steps Taken to Address Concerns

- Beginning with the 2016-2017 school year:
 - The school will utilize the DocuSign form and process to ensure official parent signatures are obtained for student withdrawals. The DocuSign process will also track schools reported for transfer at withdrawal so that they can be checked against student record requests.
 - The state reporting team will review withdrawals daily to ensure all required documentation has been obtained for student records.

Withdrawal Code Verification Inquiry Form Results Summary

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Sumter County, Americus Sumter High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was between 10 and 40 students, and had 10% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- All required documentation was received from the school.

School/LEA Steps Taken to Address Concerns

- N/A

GOSA Response

- The school has provided all appropriate paperwork required for this inquiry. No further action on the part of the school is needed at this time.

Thomas County, Bishop Hall Charter School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- All required documentation was received from the school.

School/LEA Steps Taken to Address Concerns

- A withdrawal code was updated and appropriate documentation was provided by the LEA.

Withdrawal Code Verification Inquiry Form Results Summary

GOSA Response

- The school has provided all appropriate paperwork required for this inquiry. No further action on the part of the school is needed at this time.

Thomas County, The Renaissance Center

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was between 10 and 40 students, and had 10% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- All required documentation was received from the school.

School/LEA Steps Taken to Address Concerns

- N/A

GOSA Response

- The school has provided all appropriate paperwork required for this inquiry. No further action on the part of the school is needed at this time.

Twiggs County, Twiggs County High School

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Documentation has been provided for all students
- However, documentation for two of five student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.

School/LEA Steps Taken to Address Concerns

- Since documentation was provided for all students, the LEA did not propose any additional steps. Going forward, the LEA should ensure schools maintain documentation in line with SBOE Rule, as recommended in GOSA's formal response.

Withdrawal Code Verification Inquiry Form Results Summary

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. No further action is needed at this time.

Vidalia City, Vidalia Academy (*School was closed after the 2015-2016 school year*)

Reason for School Being Selected

- The school was identified for inquiry because the grade-level cohort of concern was greater than or equal to 40 students, and had 7.5% or more of students withdrawn during the 2015-2016 school year.

Inquiry Observations and/or Concerns

- Some documentation was provided for all students. Eleven of the students identified were missing parts of required documentation, and 12 withdrawals were requested by parents via email with no physical signature.
- However, documentation for 24 of 25 student withdrawals did not meet the requirements set forth in State Board of Education rule 160-5-1-.28.
- For the 11 students missing documentation, the documentation provided was a withdrawal form filled out by school personnel without a signature and a screenshot from the Power School student information system screenshot describing what a parent or student indicated to the school as the reason for the student withdrawal (home school, transfer to another school, private school, etc.). For these cases, no written or email confirmation from the parent or student was provided, and no verification was obtained by Vidalia Academy or the LEA.

School/LEA Steps Taken to Address Concerns

- The school was closed, and data collections staff was terminated.
- Due to the issues uncovered during the inquiry the following procedures have been implemented system-wide:
 - Guidance for student documentation has been shared with all principals and enrollment personnel,
 - Procedures and forms have been updated to align the withdrawal process to meet state requirements,
 - New withdrawal procedures were shared with SIS staff during their first system meeting, and
 - New withdrawal procedures will be shared with building administrators at the November 2016 administrators’ meeting.

Withdrawal Code Verification Inquiry Form Results Summary

GOSA Response

- Georgia Department of Education guidance for withdrawal codes requires that withdrawn students be coded “U” until a request for transcripts or a letter from an official in the receiving school acknowledging enrollment is received from the new school, or an intent to home school form is signed by a parent. Once the acceptable documentation has been received, the school can then recode a withdrawn student to the appropriate withdrawal code (H, J, K, N, X). Requests for transcripts and intent to home school forms should be kept on file along with other records for a withdrawn student. In the future, withdrawn students without these documents are to be coded “U” for unknown, unless a request for transcripts from a student’s new school or an intent to home school form has been obtained and placed in that student’s file. In the future, it is expected that SBOE guidance and rules for student transfer documentation will be followed. As a result of the school’s closure, no further action is needed at this time.