

## Lewiston Consolidated Schools Procedure for a Student Leaving the District

A student is considered to be removed his or her district graduation cohort when 1) the district has received a transcript/records request from another public or non-public school, signed by the custodial parent/guardian, or 2) a custodial parent/guardian has informed the district that the student will be homeschooled after it has been approved by NDE.

When the district receives a transcript/records request from another school, all files in the student's cumulative file are faxed to the new school, as well as pertinent information from our SIS (PowerSchool). For all records other than those maintained in PowerSchool, Lewiston Consolidated Schools keeps physical paper in students' individual cumulative files. Cumulative files for grades PK-12 are housed in a locked, fireproof file cabinet, in the office of the principal. Special education files are kept electronically in SRS, and managing caseload teachers maintain paper files in their respective classroom. Special education files are transferred electronically to other schools that also use SRS. If a school does not use SRS, special education files are faxed. Upon transferring SIS, cumulative and special education file documents to the student's new school, all paper files are delivered to the principal to be stored in separate file cabinets for former students, and the student is exited out of PowerSchool following the criteria established by NDE and NSSRS Adviser.

When the custodial parent/guardian has informed the district that the student will be home schooling and registered with NDE, the superintendent and principal will monitor the students homeschool status in the NDE portal. When a student has been recognized by NDE as formally enrolled in an approved homeschool, all district paper files are delivered to the principal to be stored and the student is exited out of PowerSchool following the criteria established by NDE and NSSRS Adviser.