



Superintendent's Circular

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ODA-07
Version 01

REQUIRED DOCUMENTATION TO WITHDRAW STUDENTS

This circular will remain in effect unless rescinded or superseded by a subsequent version.

This circular lists the documentation schools are required to obtain when withdrawing students and includes information on monitoring processes conducted by the central office.

For the last several years, Boston Public Schools has been under a state audit regarding our documentation of student withdrawals. Auditors found that we collect insufficient documentation of students categorized as withdrawals. The audit finding has been upgraded to a “material weakness,” which is a more severe finding. Lack of action could result in loss of federal funds (e.g., Title 1) and/or the City’s overall credit rating. The [Systemic Improvement Plan](#) required the district to revise withdrawal procedures and implement controls for monitoring. All administrative school staff (school leaders, registrars, or any school administrator whose responsibilities involve enrolling or withdrawing students) are required to complete asynchronous training at the 2024 Management and Operations Institute.

OVERVIEW OF REQUIRED DOCUMENTATION

This section seeks to clarify what documentation is required and acceptable. Schools can use [this template](#) to document

interactions with families and upload along with supporting documentation or with a family signature. Your school may use your own template as long as it contains the necessary information and has been approved by the central office (contact: student-withdrawal@bostonpublicschools.org).

**ACCEPTABLE DOCUMENTATION TYPES FOR STUDENTS
WITHDRAWING INCLUDES:**

1. A written request for a student's records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma). This includes requests from the receiving school that come to the district through Scrib Order.
2. Written record of a response from an official receiving school or program acknowledging the student's enrollment.
3. Written confirmation from a parent or guardian that their student has moved to another state or country and will be continuing their education.
4. Written confirmation from a parent/guardian updating the school enrollment status of their child, including indication that they will be continuing their education elsewhere.
5. Letter from the BPS Office of Expanded Learning Time, indicating an approved Educational Plan for homeschooling.
6. Record from the state's data system (Edwin DESE Security Portal - *Central Office Process*)

If you do not have the above documentation at the time of withdrawal, the student must be withdrawn as a dropout. See Appendix for a table of withdrawal codes with acceptable matching documentation.

REQUIRED ELEMENTS OF SUFFICIENT WITHDRAWAL DOCUMENTATION FOR A TRANSFER STUDENT INCLUDE:

1. Date when the transfer occurred or was confirmed, including the year.
2. Identifiable name of the student withdrawing
3. Identifiable information for who is confirming the withdrawal, such as the parent name or receiving school registrar's email address
4. Indication that the student is continuing their education elsewhere
 - a. New school name is ideal but not required. Stating a student will enroll in a school elsewhere is sufficient if the new school name is not known.

Withdrawal documentation must be uploaded to the student record in Aspen at the time of the withdrawal in a non-editable format, such as a PDF, screenshot, scanned handwritten & signed withdrawal form or letter. Word documents, Aspen journal entries, travel tickets or itineraries are not acceptable forms of documentation to confirm a transfer.

MONITORING AND ACCOUNTABILITY

School leaders will be required to identify a primary point of

contact at their school for withdrawal related processes. Additionally, school leaders will be required to sign off that they have reviewed student records and that sufficient documentation exists for each student's withdrawal code. This sign off will align with the October state reporting period. Central office staff will hold office hours and be available to answer questions that may arise at this time period and will communicate these dates via the Friday Flyer and Weekly Recap.

Additionally, the central office team will be conducting periodic audits to confirm sufficient documentation is in place: Fall, Mid-Year, End of Year. Supervisors of attendance will be included as a resource to support schools in gathering the necessary documentation during review periods.

For questions and support, please contact the following:

General Questions	student-withdrawal@bostonpublicschools.org
Technical Questions about Aspen	Kevin Arias, karias@bostonpublicschools.org
Graduation and Dropout Reporting	Apryl Clarkson, aclarkson@bostonpublicschools.org
Student Attendance Requirements	Brian Marques, bmarques@bostonpublicschools.org
School Specific Questions	Supervisors of Attendance, Regional Operational Leader and then School Superintendent

TECHNICAL RESOURCES

[Withdrawal Code Guidance](#)

[How to Update Withdrawal Codes in Aspen](#)

[How to Upload Documents in Aspen](#)

["Did Not Report" Protocol for Students with IEPs](#)

For more information about this circular, contact:

Owner:	Senior Executive Director
Department:	Office of Data and Accountability
Mailing Address:	2300 Washington Street, Boston, MA 02119
Phone:	617-635-9450
Email:	<u>student-withdrawal@bostonpublicschools.org</u>

Mary Skipper, Superintendent

APPENDIX A: TRANSFER CODES WITH REQUIRED DOCUMENTATION

BPS Code	BPS Description	State Code	State Description	Required Documentation Type
06	Mass. Public Boston Resident	20	Transferred — In state public	1, 2, 4
09	EOY Flip Record			
10	Batch Assignment process school change			
12	Mass. Public Non-Boston Resident			
42	Discharged to Charter School			
43	Discharged to Virtual School - Mass Public			
98	Residency Violation			
99	Discharged - Student ID Error			
01	Boston Parochial	21	Transferred — In state private	1, 2, 4
03	Mass. Parochial Non-Boston Resident			
04	Mass. Parochial Boston Resident			
07	Mass. Private (Non-Parochial) Boston Resident			
11	Boston Private (Non-Parochial)			
13	Mass. Private (Non-Parochial) Non-Boston Resident			
15	Home (*KINDERGARTEN ONLY)			
44	Discharged to Virtual School - Mass Private			
19	Out of Country	22	Transferred — Out-of-State (public or private)	1, 2, 3, 4
14	Out of State			1, 2, 4
45	Discharged to Virtual School - Out of State			1, 2, 3, 4

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05	Home Schooled	23	Transferred — Home-school	5
30	Adult Diploma Program	24	Transferred — Adult diploma program leading to MA diploma	1, 2, 4
SS	No longer receiving special ed services only	41	Transferred — no longer receiving special education services only.	

APPENDIX B: NON-TRANSFER WITHDRAWAL CODES

BPS Code	BPS Description	State Code	State Description
17	Graduate	04	Graduate with a Competency Determination
95	Expelled from BPS	05	Expelled
96	Expelled from Other School System		
97	Multiple Expulsions		
16	Death	06	Deceased
18	Student Reached Maximum Age (22 yrs.)	09	Reached maximum age did not graduate or receive a Certificate of Attainment
33	Certificate of Attainment	10	Certificate of Attainment
31	Grade 12 - Met local requirements/Did not pass MCAS	11	Completed grade 12 and district-approved program. (District does not offer a Certificate of Attainment)
23	GED	30	Dropout — Enrolled in a non-diploma granting adult education or HiSET program
27	Non-Diploma Educational Program (non GED)		
32	Job Corps	31	Dropout — Entered Job Corps
22	Military Service	32	Dropout — Entered the military
28	Incarcerated	33	Dropout — Incarcerated district no longer providing educational services
21	Work	34	Dropout — Left due to employment
24	Over 16/No plans known	35	Dropout — Confirmed Dropout plans unknown
25	Illness		
26	Married Pregnant or Parenting		
51	Registered - Did Not Report	36	Dropout — and/or student

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52	Moved - No Forwarding Address		status/location unknown
D1	DNR More Than 8 Days		