

## Regular Drop Form

This form is to be used for regular drops or drop outs only. (Do not use for a graduate drop!)

Fill the effective drop date with a date on the school track for this student (last date of attendance). Select "regular" or "drop out" in the school drop type, then select the appropriate State Drop Code. Check Drop Truant if applicable. Make sure all Terms and Conditions: listed below are fulfilled. When these are complete, hit the button, "Drop Ready to Process". This cannot be reversed except by office personnel. You will be notified by email when the drop is complete. No further action is required by you. **Do not Mail or fax this form**

ES Code: \_\_\_\_\_ ES Name: \_\_\_\_\_ Drop Effective Date: \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ Parent Number \_\_\_\_\_

Student Number      Student Name      Grade

First select the School Drop type, then the state drop code.

Check Drop Truant if applicable

School Drop Type(must select one)

Regular     Drop Out

Drop Truant

State Drop Code

- |  |  |
|--|--|
| <input type="radio"/> 130 Died                         | <input type="radio"/> 310 Entered health care facility |
| <input type="radio"/> 160 Enroll another pub CA school | <input type="radio"/> 370 Entered inst for HS diploma  |
| <input type="radio"/> 180 Enroll in private CA school  | <input type="radio"/> 400 Other (count as drop out)    |
| <input type="radio"/> 200 Enrolled outside CA          | <input type="radio"/> 410 Left medical reasons         |
| <input type="radio"/> 240 Moved to another country     | <input type="radio"/> 450 Grade K-6 exited school      |
| <input type="radio"/> 260 Enroll adult ed program      | <input type="radio"/> 470 Pre-enrolled, no attendance  |
| <input type="radio"/> 280 Entered college              |  |

Final Report Card with Grades and credits earned must be submitted electronically for this student. A portfolio must also be prepared for this student if any days of positive attendance were claimed.