

**ATTENDANCE OFFICER**  
(Process for Identifying Drop-Outs)

House Bill 2055 and 2692 directs that a student shall be dropped from school district's membership after ten (10) consecutive days of unexcused absences. "A student dropping out of school and not enrolled elsewhere shall be considered a drop-out after ten (10) consecutive days absent." All sites shall be advised that student drop-outs will be properly reported each 9 weeks.

**REPORTING PROCEDURES****Reportinl: Drop-outs**

- a. A student who has completed the spring term and but fails to enroll in the current fall term should be counted as a drop-out. Such students are defined as "no shows. The should NOT be reported as dropouts if requests for their records have been received from another school accepting their enrollment.
- b. A student who has completed the spring term and re-enrolled at the beginning of the current school year, but leaves prior to completing 10 consecutive days of school should be counted as a drop-out. Student should be considered as "no shows".
- c. A student suspended during the prior school year for the remainder of that year (and therefore not previously counted as a drop-out) who fails to enroll in the fall term of the current year should be counted as a drop-out in the current school year. Such students should be considered as a no- show.
- d. A student permanently expelled should be reported as a drop-out at the time of expulsion, but the reason shown, instead of "Expulsion," shall be one of the reason approved in Board Policy .

**Should Not Be Considered a Drop-out**

- a. A student who leaves school and enrolls in another school having a program which leads to a high school diploma.
- b. Home Schooling as long as an affidavit has been submitted by the parent/guardian verifying their intent to "home school".
- c. Suspension for a specified term, after which the student is to return to school. However, if the student does not return after the completion of the time of suspension, he or she shall be reported as a drop-out.
- d. Physical illness or Disability, unless the student fails to return after having been release by the attending physician. If after release from the attending physician, the student does not return to school the student shall be reported as a drop-out.
- e. Death

**Monthly Reporting and Processing**

Each school site with students in grades 7 through 12 must report drop-outs to the State Department of Education on a quarterly basis for each month of the school term, starting with those dropping out in September. The first quarterly period shall end November 30, the second shall end February 28 (29),

and the third shall end May 31. Students should be recorded as dropped by months within each quarterly period. Students shown as a drop-out during a quarter and subsequently re-enters during that quarter should not be reported to the SDE as a drop-out. If a student is recorded as a "no-show" but returns during that quarter, they should not be reported to the SDE as a drop-out. The status at the end of the quarter to be reported should determine whether a dropout should be reported to the SDE, regardless of how many times the student may have dropped out or reentered during that quarter.

#### Reporting Drop-outs To The Department of Public Safety

The Department of Public Safety will deny a driver license to any person under the age of eighteen (18) who does not, at the time of application, meet specific requirements.

The following are the requirements:

To be granted a driver license, a student shall:

- a. be enrolled in a public or private secondary school, including any area vocational-technical school,
- b. have received a diploma or certificate of completion issued to the person from a secondary school of this state or any other state,
- c. be enrolled and making satisfactory progress in a program leading to a certificate of High School Equivalency issued from the State Department of Education, or has obtained such certificate,
- d. be excused from the requirements as outlined in legislation

#### Procedure For applying for a First Time Driver License

- a. A "Documentation of Enrollment Status" form will be given to those students who are enrolled who are enrolled at Gore High School and making satisfactory progress. This information will appear on Gore School Letterhead, signed by the Principal, and having the School Seal affixed. This form must be presented to the Department of Public Safety by the student when making application for an original (first time) Oklahoma Driver License.

#### Cancellation of Driver License When The Person Does Not Meet School Attendance Requirements

- a. The Department of Public Safety Shall deny a license, restricted license, or instruction permit for the operation of a motor vehicle to any person under eighteen (18) years of age who does not, at the time of application, present documentation that the person is:
  1. enrolled in a public or private secondary school,
  2. has received a diploma or certificate of completion from a secondary school of this state or any other state,
  3. is enrolled and making satisfactory progress in a program leading to a Certificate of High School Equivalency,
  4. is excused from such requirements pursuant to legislation

Exceptions to the above criteria for denial of a driver license:

1. student is under eighteen (18) years of age and is employed 24 hours or more per week,

2. student's employer verifies the employment on a form provide by the Department of Public Safety, Students leaving their employment or being reduced to a work week less than 24 hours per week shall have fifteen (15) days from the date of termination or reduction to meet the above criteria for enrollment in a public school.  
Upon, reporting a student as a drop-out to the State Department of Education, a notice will be sent to the Department of Public Safety. This notice will certify that the student is no longer enrolled in our educational program and is subject to the penalties described above.