



Step by Step Process:

Request meeting with parent, student, and school designee

1) If parent/student are able to meet with designee:

a. Meet with family to review and modify previous plans or to develop a new plan

i. Plan works:

1. Monitor progress

ii. Plan doesn't work:

1. meet with family to try to reengage student and complete paperwork

a. Complete checklist

b. Review "Facts About..."

c. Give a copy of the checklist, the "Facts About..." and an updated transcript to the family

2. Fax checklist to the Office of Dropout Prevention and Recovery at 303-982-7264

2) If parent/student or family is unable to be located or is unwilling to participate in a family meeting:

a. Send withdrawal letter, a copy of the student's updated transcript, and "Facts About..." to the last known address

b. Email notice of withdrawal and any other pertinent information to

jeffcogrades@jeffco.k12.co.us