

Placement and Withdrawal Considerations Affecting Credit and Mid-Term Moves

Placement	Exit grades	No partial credit on incoming transcript? Request from previous school exit grades on withdrawal form.
	Graduation requirements	Where does the student expect to graduate? Ask to see student's graduation plan. If none, ask a counselor at the student's intended school of graduation. Credit deficiencies? Grading standards? Was credit for education in a previous state or country fairly awarded as transfer credit to the student?
	Culminating project	Obtain in progress portfolio from previous school; ask status of culminating project requirements. Interview student.
	State MSIS record	Consult student's health and education record in the Migrant Student Information System database. Note partial work completed ("unresolved coursework").
	Partially completed requirements	Top priority placement → finish partially completed requirements. Combine partial credits to satisfy graduation requirement. Investigate credit earned but not transcribed (summer schools?).
	Extracurricular activities	Help student gain access to school opportunities of interest (sports, music, theatre arts, leadership opportunities).
	Community service	Help student gain access to opportunities for community service within the school and school day.
Educate Family	Why withdraw?	Initiates prompt collection of exit grades, issuance of transcript. Avoids delay due to unreturned school property, unpaid fines/fees.
	Attendance	Credit implications of school absences, delay in re-enrolling in school, late enrollment, early withdrawal.
	Discipline policies	What specific activities are prohibited on school grounds? Penalties. Fines. Appeal rights.
	On track to graduate?	What graduation requirements remain? What opportunities are available to overcome credit deficiencies? Avoiding future credit deficiencies (homework, attendance). Develop HS+ Grad Plan for intended school of graduation.
	Careers, schools, funding	Beginning in middle school, explore careers. What are the student's career goals? Impact of course selection and grades in HS on ability to compete for college & major to achieve career goal. Postsecondary education required for the intended career. Benefit to family. Supported exploration of funding opportunities, applications. Peer families & their college students dispel myths, misconceptions.
Withdrawal	Has family moved?	How many consecutive days of absence initiates investigation? Siblings in other schools also absent? Who does what, when?
	Exit grades	Obtain exit grades from teachers on withdrawal form as of last date student attended the class. NC grade preferable to F.
	Transcribed partial credit	Calculate & transcript partial credit based on seat hours using exit grades. Forward course descriptions with transcript & portfolio to next school. Include status of culminating project, copy of HS+ Plan.
	State MSIS database	Copy of transcript (and if partial credit not transcribed—withdrawal form) to Migrant Records Clerk within 10 days of withdrawal.