

## **30-DAY WAIVER FOR ENROLLMENT DOCUMENTATION**

### **WHAT ELSE IS NEW FOR 2007-2008?**

- ☐ Students may be granted a waiver of up to 30 calendar days (30 ***school*** days for homeless families) to provide the required documents needed for registration.
- ☐ An electronic tracking system has been established to assist schools in managing this timeline.
- ☐ A field on TERMS, on the A03 panel, records the date the waiver was granted and keeps track of its expiration.

### **WHAT YOU NEED TO DO?**

- ☐ Registrars and data processing clerks should input on the A03 panel the date the waiver was granted and the reason for the waiver (selected from options available).
- ☐ On a regular basis, check the Data Warehouse to get a customized school report on the status of the waivers for your school so timely follow-up can be done.
- ☐ At the 20-day mark, if documents were not provided, send a reminder letter to parents (sample letter will be provided).
- ☐ When missing documents are received, the date should be indicated on the A03 panel in the field provided.
- ☐ If family has problems securing the proper documents, refer family to the School Social Worker for assistance.

### **WHAT WILL HAPPEN IF YOU DON'T?**

- ☐ Students may not be allowed to attend school and will miss valuable instructional time.

### **WHO NEEDS TO KNOW?**

- ☐ Registrars, DPCs and Guidance Counselors.

### **HOW WILL YOU COMMUNICATE FOLLOW-UP?**

- ☐ Training in using this electronic tracking system will be provided at the TERMS Symposium in August.

## **CONTACT**

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