



# FTE Withdrawal Flowchart

Budgeting, Cost Accounting FTE

## Student is Moving Out of BPS School Systems

When did we receive initial **Withdrawal Documentation**?

Parent signed WD form, new school requested records, etc.\*

**On or Before Monday October 5, 2020**

**After Monday October 5, 2020**

This student will not meet Membership Eligibility Requirements and may be withdrawn upon notification

This student has met Membership Eligibility Requirements. They should remain in enrollment until Monday following Date Certain, then withdrawn using the appropriate Date (post-dated).

## Student is Moving Within BPS School Systems

Where was the student first in **attendance** during Survey Week?

**Withdrawing School**

**Enrolling School**

This student will stay in enrollment in their old school until the Monday following Date Certain, at which time they should be withdrawn using the appropriate date (post-dated). At this time, inform the enrolling school that the student is ready to be enrolled.

The student's old school should withdraw the student upon notification that the new school is ready to enroll.

If a student is withdrawn during Survey period with the intent to attend another BPS school, **do not** withdraw this student until you are notified by the receiving school that they are ready to enroll. This is to avoid scenarios where a student does not show up at their new school during Survey Period and the student does not get reported anywhere for FTE.