School System

Alabama

Student Exit Interview Process

*Senate Bill 334, Alabama Act 2009-564*

June 2010
School System
Alabama

Student Exit Interview Process

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No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, gender, race, religion, national origin, color, age or genetics. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; The Americans with Disabilities Act of 1990 and The
Americans with Disabilities Act Amendments Act of 2008; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title II of the Genetic Information Nondiscrimination Act of 2008: Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334) 242-8165.
Overview

The _Senate Bill 334, Alabama Act 2009-564_ requires that students must attend school until the age of seventeen (17) and that a Student Exit Interview must be conducted in an attempt to resolve circumstances impeding a student from staying in school. This implementation guide supports consistency with directions for the Student Exit Interview process and facilitates a positive conversation among the student, parent/legal guardian, and advocates for student success. The conversation should address reasons the student is wishing to leave school with resolutions to enhance an academic/behavioral workable situation with graduating on time and/or serving as a productive citizen as the end result.

As a last attempt to provide wraparounds support to the student and family, a packet of resources from the community agencies and partners should be shared with the student and parent/legal guardian. It is suggested that some form of follow-up be conducted to enlighten your school system as to what is happening to these students. The information ascertained during the Student Exit Interview process should be filed with the exit interview coordinator and placed in the student’s cumulative record at the end of the school year. An entry on the Student Exit Interview tracking system may serve as summary documentation.


To customize the Student Exit Interview process for your school system, this document may be downloaded at [www.alsde.edu](http://www.alsde.edu), Section, Prevention and Support Services, Dropout Prevention Act Resources.
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Roles and Duties

Counselor/Exit Interview Coordinator: To ensure a uniform process throughout our school system, a counselor/exit interview coordinator (may be a counselor, graduation coach, or a lead teacher) has been designated to coordinate and facilitate these meetings. The exit interview coordinator will help to ensure clear communication and uniform documentation of these efforts. The coordinator will also track pertinent information related to dropouts in our school system, including demographics, reason(s) for dropping out, pertinent student history (attendance, academics, discipline, and health), successful interventions, unsuccessful interventions, and follow-up contacts with dropouts.

Principals, Faculty, and Other Staff: principals, counselors, teachers, registrars, attendance/truancy staff, graduation coaches, and other school staff play a key role in this process and in the discussion that takes place during the exit interview. A team approach is necessary to develop and implement successful intervention plans. The team approach also helps ensure students and parents/legal guardians that our school system is strongly committed to helping students succeed in academic and behavioral endeavors and future careers. Following this collaboration, school staff and a student’s parent/legal guardian will complete the __________ School System Exit Interview Referral form and forward this information to the exit interview coordinator or designated local education agency (LEA) person for review prior to the student exit interview.

Each school will have designated staff available to meet with a student and his/her parent/legal guardian when the student is attempting to withdraw or to specifically drop out. During the exit interview process, the student and parent/legal guardian are advised of the requirements of the Senate Bill 334, Alabama Act 2009-564, including change in age of dropout and written consent of parent/legal guardian, and the requirement that they attend an exit interview to be scheduled by the exit interview coordinator. The student and parent/legal guardian are also advised that a student’s driver’s license may be suspended by the Alabama Department of Public Safety until age nineteen (19) if they drop out. Specific interventions implemented and recommendations for new interventions will be shared with the student and parent/legal guardian.
School System
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Documentation of Student Exit Interview Process

Student Exit Interview Referral Form:

- Secures parent/legal guardian signature acknowledging change in Alabama law in the event they do not attend the scheduled exit interview.
- Secures parent/legal guardian signature acknowledging potential suspension of student’s driver’s license due to him/her dropping out of school.
- Verifies current telephone number and mailing address for scheduling the exit interview.

Student Exit Interview Form:

- Created by the Alabama Department of Education.
- Provides a guide for discussion during the interview.
- Secures pertinent information needed by the Alabama Department of Education.
- Secures signatures from all attendees.
- Ensures discussion specific to school-based interventions and community resources that are available to assist the student and/or family.
- Documents the decision made by the student and parent/legal guardian.

Sample Letters to Parent/Legal Guardian:

- Provides parent/legal guardian and school system with written documentation regarding date, time, and reason for exit interview.
  - Letters are sent by certified mail.
  - Two (2) sample letters have been included for both scenarios:
    – Students who officially attempt to withdraw (see original – “to withdraw to drop out”).
    – Students who leave school without notice (no shows).
Suggested Student Exit Interview Tracking System:

- Tracks student exit interviews and dropout data related to grade, age, pertinent history (retentions, academics, attendance, discipline, and health), socio-economic issues, reason for leaving school, interventions provided, disposition of exit interview, and family contacts to ensure attempted follow-up is in a composite format.

Individual Student Exit Interview Folders:

Individual folders for each student are maintained by exit interview coordinator or school designee to include the following:

- Copy of the Exit Interview Referral Form.
- Correspondence with family (telephone calls, copy of certified letter, mail receipt, etc.).
- Summary information secured from staff and student information system (academics, attendance, and discipline).
- Copy of Student Exit Interview Form.
A variety of resources are provided to our students to discourage the decision to drop out of school. All students and parent/legal guardians presenting to the school to withdraw to drop out will be encouraged and counseled to reconsider. If a student and parent/legal guardian insist on signing a withdrawal form, the following tasks will be performed to begin the Student Exit Interview process.

**Prior To Student Exit Interview**

- **Student and Parent/Legal Guardian**
  - Presents to front office at school to acknowledge intention to withdraw (drop out).
  - Receives counsel by school staff to discourage withdrawal to drop out.
  - Initiates withdrawal steps as noted below if student and parent/legal guardian insist on withdrawing.

- **Designated School Staff Members**
  - Completes school system Student Exit Interview Referral Form (sample attached).
  - Submits all forms to student exit interview coordinator for review.
  - Maintains copies for student's permanent school files.

- **Exit Interview Coordinator**
  - Schedules student exit interview date and time, and provides details to student, parent/legal guardian, faculty, and Juvenile Court (if applicable).
  - Prepares and mails certified letter to parent/legal guardian.
  - Secures any additional details needed from designated school staff regarding attendance, discipline, academics, special needs, and prior interventions.
  - Conducts student exit interview.
  - Records information on Student Exit Interview Tracking System.
It is very important that the school administration supports the efforts of the above designated school staff and student exit interview coordinator to ensure prompt communication and participation from the faculty.

**Graphic Illustration of Student Exit Interview Process**

**Day of Student Exit Interview**

A student exit interview is scheduled at a time that ensures the availability of school staff that is most familiar with the student’s history and the administrative staff that has authority to support plans of intervention.
School System
Alabama
Student Exit Interview Referral Form

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID #</th>
<th>Date of Birth</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>School</th>
<th>Date of Referral</th>
</tr>
</thead>
</table>

Student’s reason(s) for dropping out of school:

- Failed High-Stakes Test
- Employment
- Attendance Issues
- Behavior Problems
- Needed at Home
- Student-Staff Relations
- Physical/Mental Illness
- Relationship with Fellow Students
- Language Difficulty
- Marriage
- Academic Difficulties/Credit Loss
- Entered Military
- Harassment/Bullying
- Parental Influence to Dropout
- Teen Mom/Dad
Interventions attempted by school:

- Problem-Solving Team
- School Counselor
- Advisory Team Staff
- 504 Services
- Special Education
- Referral to Community Providers (please specify)
- 504 Services
- ELL
- Graduation Coach
- Truancy Officer
- Other (specify)

Please forward brief information regarding these and other interventions to exit interview coordinator by fax for discussion during exit interview appointment.

To Be Completed By Parent/ Legal Guardian

My signature below acknowledges that I have been advised of the importance of my child staying in school and the negative consequences of early withdrawal. I have also been advised that Alabama state law requires written consent for my child to drop out of school and requires my attendance at an exit interview scheduled by the ______________ School System. I am also aware that state law allows the Alabama Department of Public Safety to suspend my child’s driver’s license should he/she drop out of school.

Parent/ Legal Guardian Signature: ________________________________

Date: ___________ Telephone Number(s) _________________________

Mailing Address: _________________________________________________
Student Exit Interview Form  

**Senate Bill 334, Alabama Act 2009-564**

School System: _________________________________________________________________  
School: ________________________________________________________________________  
Student Name: ________________________________________________________________________________________________________________  
First  Middle  Last  
Student Grade: ___________________  Date of Birth: ___________________  Student ID Number: ________________________________________________________________  

<table>
<thead>
<tr>
<th>Participants of the Student Exit Interview:</th>
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<tbody>
<tr>
<td>Failed High-Stakes Test</td>
<td>Harassment/Bullying</td>
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<tr>
<td>Behavior Problems</td>
<td>Dislike of School Experience</td>
</tr>
<tr>
<td>Physical/Mental Illness</td>
<td>Employment</td>
</tr>
<tr>
<td>Marriage</td>
<td>Needed at Home</td>
</tr>
<tr>
<td>____ Failed High-Stakes Test</td>
<td>____ Harassment/Bullying</td>
</tr>
<tr>
<td>____ Behavior Problems</td>
<td>____ Dislike of School Experience</td>
</tr>
<tr>
<td>____ Physical/Mental Illness</td>
<td>____ Employment</td>
</tr>
<tr>
<td>____ Marriage</td>
<td>____ Needed at Home</td>
</tr>
<tr>
<td>____ Discussed the student’s reason(s) for dropping out of school.</td>
<td></td>
</tr>
<tr>
<td>____ Discussed intervention strategies previously provided by school faculty/staff (referral form attached).</td>
<td></td>
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<tr>
<td>____ Explained other negative consequences such as losing his/her driver’s license.</td>
<td></td>
</tr>
<tr>
<td>____ Discussed other options and opportunities provided through school programs or classes.</td>
<td></td>
</tr>
<tr>
<td>____ Provided information for other available community programs.</td>
<td></td>
</tr>
<tr>
<td>____ Explained other possible educational opportunities for students such as private school, church school, private tutor, community college, or GED.</td>
<td></td>
</tr>
</tbody>
</table>

**GED/Community College information was provided to student.**  
Will student take the GED?  
__ Yes __ No  
If yes, where does he/she plan to attend? ________________________________________________________________________________  

I acknowledge that I have been advised of the importance of staying in school to receive my high school diploma.  
Student Signature: ________________________________________________________________  
Address: __________________________________________________________________________  
E-mail: ____________________________________________  
I acknowledge that I have been advised of the importance of my child staying in school and keeping my child in school to receive his/her high school diploma.  
Parent/Guardian Name: ________________________________________________________________  
Signature: ________________________________________________________________  
Telephone: ________________________________________________________________  
E-mail: ____________________________________________  
Exit Interview Participants:  
Name: ____________________________________  Position: ______________________  Signature: ________________________________________________________________  
Name: ____________________________________  Position: ______________________  Signature: ________________________________________________________________  
Name: ____________________________________  Position: ______________________  Signature: ________________________________________________________________  
Name: ____________________________________  Position: ______________________  Signature: ________________________________________________________________  
For a student who failed to return to school or did not officially withdraw, describe attempts to contact the student and his/her parent or guardian.  

__________________________________________________________________________________________  
Attendance/Truancy Officer  
Signature  
Date  
I acknowledge that an exit interview was conducted and the student and the student’s parent or legal guardian have been advised that withdrawal (dropping out) from school shall likely reduce the student’s future earning potential and increase the student’s likelihood of being unemployed in the future.  
Principal  
Signature  
Date  

Page 11
Sample Documents
Sample Letter

TO: High School Principal(s)
    High School Counselor(s)
    High School Registrar(s)

FROM: LEA Superintendent

RE: Senate Bill 334, Alabama Act 2009-564 – Procedures for Implementation

Recently you received information concerning the Senate Bill 334, Alabama Act 2009-564. The intent of the Act is to decrease the number of students who drop out of school and to create an exit process that discourages students from making this decision. The exit process should provide the student and his/her parent/legal guardian assistance in developing a plan. Please use the following procedures in implementing this Act:

1. The effective date of the Act is **August 1, 2009**, and is applicable to all currently enrolled students as of the 2009-2010 school year.
2. Students requesting a **Certificate of Exemption**, as defined on page _____ of the Student Code of Conduct Handbook, should be referred to the appropriate LEA office to begin this exemption review process.
3. A student exit interview, including the completion of the Student Exit Interview Referral form and a graduation plan, must be conducted for each student who indicates he/she is withdrawing from school and discontinuing his/her high school education (dropping out). It is recommended the interviews include the student, the student’s parent/legal guardian, school administrator, counselor, and dropout prevention supervisor. The dropout prevention supervisor is available to assist you with the exit process and provide assistance with student interventions for students at risk of dropping out.
4. A copy of the Student Exit Interview Referral Form and graduation plan must be maintained with the school principal.
5. Information packets will be distributed to each high school to use with students during the exit interview process and for the purpose of counseling students who are at risk of dropping out. This packet will include:
   a. Information regarding the detrimental impacts and negative effects of dropping out.
   b. Information on developing a graduation plan to stay in school.
   c. Information on school-to-work training programs, Alabama SUCCESS Education and Career Planning, and enrollment in postsecondary adult basic education programs.
Shoul...e interview process or if you require assistance with your dropout prevention efforts, please contact the dropout prevention supervisor.

**Sample Letter**

**TO:** High School Principal(s)
High School Counselor(s)
High School Registrar(s)

**FROM:** LEA Superintendent

**RE:** Senate Bill 334, Alabama Act 2009-564 – Mandatory Procedures for Implementation

Recently you received information concerning the Senate Bill 334, Alabama Act 2009-564. The intent of the Act is to decrease the number of students who drop out of school and to create an exit process that discourages the student from making this decision. The exit process should provide the student and his/her parent/legal guardian assistance in developing a plan for graduation. Please use the following procedures in implementing this act:

1. The effective date of the act is **August 1, 2009**, and is applicable to all currently enrolled students.
2. Students requesting a Certificate of Exemption as defined on page _____ of the Student Code of Conduct Handbook should be referred to the LEA office of Prevention and Support Services to begin the review process.
3. A student exit interview, including the completion of the Student Exit Interview Referral form and a graduation plan, must be conducted for each student who indicates he/she is withdrawing from school and discontinuing his/her high school education. Interviews should include the student, his/her parent/legal guardian, school administrator, counselor, and others to complete the exit interview team. To manage this process, the following day has been designated for each high school to schedule the student exit interviews. ______________, exit interview coordinator or LEA designee, will contact your school each week to be advised of the conference times in order to attend the student exit interview meetings.

**Sample**

<table>
<thead>
<tr>
<th>School</th>
<th>Day for Exit Interview</th>
<th>Time</th>
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<tbody>
<tr>
<td>Gulf Shores High School</td>
<td>Monday</td>
<td>8:00 a.m. – 11:00 a.m.</td>
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<tr>
<td>Foley High School</td>
<td>Monday</td>
<td>12:00 noon – 3:00 p.m.</td>
</tr>
<tr>
<td>Fairhope High School</td>
<td>Tuesday</td>
<td>8:00 a.m. – 11:00 a.m.</td>
</tr>
<tr>
<td>Daphne High School</td>
<td>Tuesday</td>
<td>12:00 noon – 3:00 p.m.</td>
</tr>
<tr>
<td>Robertsdale High School</td>
<td>Wednesday</td>
<td>8:00 a.m. – 11:00 a.m.</td>
</tr>
</tbody>
</table>
4. A copy of the Student Exit Referral Form and graduation plan must be maintained with the school principal and the dropout prevention supervisor/exit interview coordinator until the end of the academic school year.

5. Information packets will be distributed to each high school to use with students during the exit interview and for the purpose of counseling students who are at risk of dropping out. The packets will include:
   a. Information regarding the detrimental impacts and negative effects of dropping out.
   b. Information on developing a graduation plan to stay in school.
   c. Information on school-to-work training programs, Alabama SUCCESS Education and Career Planning, and enrollment in postsecondary adult basic education programs.

Please e-mail the name of your designee responsible for compiling and scheduling the mandatory student exit interviews. Should you have additional questions, please contact ________________, designated person at LEA central office level, at ________________.
Sample Letter
(Students Who Withdraw to Drop out)

(Parent Address)

Dear (Parent):

On May 18, 2009, the Senate Bill 334, Alabama Act 2009-564 was enacted. This law requires that every child between the ages of seven (7) and seventeen (17) shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor. This law also requires that parents/legal guardians, of students age seventeen (17) and above must provide written consent for a student to withdraw from school and also attend a student exit interview scheduled by school staff.

We are writing to confirm that you are scheduled for this required student exit interview on ___(date)_______ at ___(time)_______ at the ___(campus name and address)_______.

During this meeting we will discuss with you the detrimental impacts of early withdrawal from school, including financial consequences from future earning potential as well as the suspension of the student’s driver’s license by the Alabama Department of Public Safety. If you need any additional information or need to reschedule this meeting, please call me as soon as possible at __________________ or e-mail me at______________________________.

Sincerely,

Graduation Coach
Dropout Prevention Services
Or
LEA Designee
Sample Letter
(Not Attending School But Did Not Officially Withdraw)

(Student/Parent Names)
(Address)

Dear (Names):

On May 18, 2009, the Senate Bill 334, Alabama Act 2009-564 was enacted. This law requires that every child between the ages of seven (7) and seventeen (17) shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor. This law also requires that parents/legal guardians of students age seventeen (17) and above must provide written consent for a student to withdraw from school and also attend a student exit interview scheduled by school staff.

Our records indicate that the above student is not currently attending school in our system and has not completed an official withdrawal form to drop out or transfer to another academic setting. We are writing to confirm that we have scheduled you and your child for the required exit interview on (date) at (time) at (campus name and address). During this meeting we will discuss with you the detrimental impacts of dropping out of school, including financial consequences from future earning potential, the suspension of the student’s driver’s license by the Alabama Department of Public Safety, and interventions available to facilitate student success in school.

If you need any additional information or need to reschedule this meeting, please call me as soon as possible at ______________________ or e-mail me at ______________________. If this student is now enrolled in another academic setting, living at another address, or employed full time, please advise us so we can reflect these changes in our records. Thank you for your assistance.

Sincerely,

Dropout Prevention Services
_______________ School System
Community Resource Packet

The ___________ School System has prepared a packet of educational materials and community resources for each student and parent/legal guardian who attends a student exit interview. This packet is updated periodically and includes a variety of information about local and regional resources to provide additional wraparound support.

Items included:

- ________________ Department of Human Resources
- ________________ Public Health Department
- ________________ Juvenile Court
- ________________ Community Mental Health Center
- Regional Counseling and Substance Abuse Resources
- ________________ Health and Human Services Information Tool
- Alabama Joint Family Support Assistance Program for Military Families
- Angel Food Ministries
- 2-1-1 Connects Alabama Resource Call Center
- Child Development Resources (child care for teen parents)
- JOB Corps
- Local and Regional Adult Education and GED Resources
- Alabama Career and Work Center
- Easter Seals Rehabilitation
- Social Security Administration
- Student Harassment Act 216
- Senate Bill 334, Alabama Act 2009-564
- Age Increase for Driver’s License Due to Behavior Act 464
- Bridgewater Academy
- Early College Enrollment Program (ECEP)
- Resources on the Alabama Department of Education, Prevention and Support Services Section, Web site at www.alsde.edu
- Financial assistance to attend college
- College Access Challenge Grant
## Tracking System for Student Exit Interview

<table>
<thead>
<tr>
<th>Date</th>
<th>Student</th>
<th>Grade</th>
<th>Age</th>
<th>Past Retentions</th>
<th>History of Academic Issues</th>
<th>History of Attendance Issues</th>
<th>History of Discipline Issues</th>
<th>History of Health, Social, Economic Issues</th>
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<thead>
<tr>
<th>Student (continued)</th>
<th>Reasons for Withdrawal</th>
<th>Interventions Provided</th>
<th>Family Contacts by LEA Advisory Staff</th>
<th>Disposition of Exit Interview, Date and Resolution</th>
<th>Comments/Follow Up</th>
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