

Quarterly Report of Pupils No Longer Enrolled in School Procedures

To: District Superintendents

From: Ms. Kay Poyner-Brown, Executive Director West 40 ISC#2 – Region 6

Re: **QUARTERLY REPORT OF PUPILS NO LONGER ENROLLED IN SCHOOL**

Article 26.3a of the School Code states, "The clerk or secretary of the school board of all school districts shall furnish quarterly on the first school day of October, January, April and July to the regional superintendent a list of pupils, excluding transferees, who have been expelled or have withdrawn or who have left school and have been removed from the regular attendance rolls during the period of time school was in regular session from the time of the previous quarterly report."

It is important that you follow-up to determine the whereabouts of students that are no longer enrolled in your school to the best of your ability. The Illinois compulsory attendance law (Section 26-1 et seq. of the School Code) requires that whoever has custody or control of any child between the ages of 7 and 17 years shall cause such child to attend public school or a private, parochial school where children are taught the branches of education taught to children of corresponding age and grade in the public schools.

For consistency we are requiring all districts to use this form, which can be downloaded from www.west40.org

Note: This form has changed. PLEASE DO NOT USE ANY OTHER FORM. **The data from individual schools should be compiled and ONE COMBINED LIST from your district submitted.** It is important that you indicate your district number and name on your report before submitting it to West 40. The completed report is to be sent to the attention of Richard Erdman at West 40 ISC2-Region6 so that it reaches this office within two weeks of the reporting dates of October 1, January 1, April 1 and July 1. The report due on October 1 should include the names of students who finished last school year but did not enroll in the fall, except for transferees. The date of removal for those students should be the first day of school. Please check the appropriate reason for each student listed. We have listed the headings of the categories and the information needed for each heading below:

- 1 - Lack of Attendance and/or interest**
- 2 - Working**
- 3 - Health**
- 4 - Marriage and/or pregnancy**
- 5 - Military service**
- 6 - Expulsion**
- 7 - Moved**
- 8 - Other (please state reason)**

If there are no pupils to report, please indicate "**NONE**" and forward. If there are any questions, please call Richard at 708.544-4890 Ext 128.

Please attach the Quarterly Report of Pupils no Longer Enrolled in School electronically and forward to rdman@west40.org.