

**RELEASE FROM COMPULSORY ATTENDANCE**

1. In accordance with the Code of Virginia the following steps must be taken in order for a petition to come before the School Board for granting a release to a student below the compulsory attendance age of eighteen (18):

- A. The parent or guardian must write a letter to the principal requesting the release. The letter must state why a release is desired, and the future plans for the student.
- B. The principal, in cooperation with the appropriate school personnel (i.e., child study team) and the Director of Special Education (when appropriate), will document on the Release from Compulsory Attendance Form that the educational alternatives have been attempted by the school. The principal and a member of the guidance department will have at least one conference with the parent or guardian and the student at which time the information contained in the Release from Compulsory Attendance form will be reviewed and all appropriate signatures attained.
- C. If all alternatives prove unsuccessful, the principal may consent to the parent's request for the student to be released from compulsory attendance. The principal must submit the following to the Director of Student Services: letter to the principal from the parent, letter to the Superintendent from the principal, and the Release from Compulsory Attendance Form.
- D. The Director of Student Services will review the above materials and make a recommendation to the Superintendent to release the student from compulsory attendance or refer the case for further work with school or related county agencies to assist the student and family.
- E. If the case is recommended to the Superintendent, the Superintendent will make a recommendation to the School Board to release the student from compulsory attendance or refer the case back to the Director of Student Services for further review.

2. FORMS: Release from Compulsory Attendance - Revised 1997

- A. The attached form is to be completed in full for any student below the age of compulsory attendance (eighteen) whose parent or guardian petition the principal for release from compulsory attendance.
- B. The responsibility for completing this form rests with the principal in cooperation with the appropriate school personnel.
- C. In the case of students placed in a special education program, the Director of Special Education will participate in the recommendation to approve or disapprove the request. Records maintained in the central office, as well as those in the school, will be utilized in compiling the information contained in this document. These records may be the standard cumulative record or confidential records.

3. Following any action taken by the School Board, copies of the Release from Compulsory Attendance Form will be distributed as follows:

- A. Cumulative Record (last school attended),

