SB414 Protocol August 2013

DHS
Opening/Notification
Letter arrives at MESD

If student is not enrolled notify DHS Educational Coordinator identified in the letter within 2 days.



MESD: Verify school placement and change Student's Custodial Code in Synergy.



MESD: Forward OPening/Notification letter to school.

MESD: Upon receipt of closing letter, cancel DHS custodial code in Synergy, and forward closing letter to school.





School:
Implement Each
Day Counts
Protocol
(Elementary
Schools only).

School: Note records requested in letter and follow building/district policy to release records to DHS.

If student isn't enrolled, contact MESD and DHS Education Coordinator within 2 days.