

Mid-Year Entry, Transfer, and Exit Policy Action Steps

Policy Goals:

1. Better understand why students enter, transfer, or exit mid-year.
2. More equitably distribute new mid-year students or transfer students to schools across both sectors so as to reduce the concentration of mid-year transfer students in high-churn schools.
3. Ensure that schools are better prepared for new students who transfer or enter mid-year by providing the school with information on incoming students.
4. Ensure that students and families are aware of their school choices should they enter or transfer school mid-year, across both sectors.
5. Facilitate charter schools' ability to take on transfer and entry students mid-year.

Year 1 (SY17-18)	Year 2 (SY18-19)
<i>LEA Payment Initiative in effect</i>	
<p>Centralized entry, transfer, and exit process:</p> <p><i>Action Steps:</i></p> <ul style="list-style-type: none"> • Ensure that students/families are aware of available seats; • Provide neutral information about the schools that have available seats; • Collect information from students/families about why they are entering or transferring schools mid-year; • Trigger OSSE to provide information from SLED and SEDS for the incoming school, so that schools have the information they need when students enter/transfer mid-year; • Better ensure that the sending school releases student records to the receiving school, both within DC and possibly through relationships established with neighboring jurisdictions; • Create a standardized method of identifying available seats. 	
<p>Hardship set-asides:</p> <p><i>Action Steps:</i></p> <ul style="list-style-type: none"> • Provide students who are experiencing special circumstances with the ability to choose a school that ameliorates the hardship • Allow interested schools to provide seats for students experiencing special circumstances (and help distribute the mid-year transfer students) <p>**Public charters would be able to set-aside seats for hardship transfers, possibly over their enrollment ceilings, with approval from PCSB; DCPS would work with their individual schools to determine hardship set-aside seats.</p>	
<i>Out of state set-asides planned</i>	<p>Out-of-state set-asides implemented</p> <p><i>Possible Action Steps:</i></p> <ul style="list-style-type: none"> • Provide qualifying students, including previously disengaged students, who are new to the public school system that school year with options. • Allow interested schools to provide seats for new students (and help distribute mid-year transfer students)
<i>Waitlist Policy stays the same during Year 1; students who do not qualify for set-asides go on a school's waitlist .</i>	<p>Waitlist policy changes implemented (if any)</p> <p><i>Possible Action Steps:</i></p> <ul style="list-style-type: none"> • Update waitlists (families opt to remain on a waitlist after a certain date) • As of X date, eliminate waitlists (waitlists could be eliminated after a certain date. Students wishing to transfer mid-year would be able to find out which schools had open seats via the centralized process; students who do not qualify for set-asides would choose from the open seats)
<i>Explore changes to waitlists</i>	

Mid-Year Entry, Transfer, and Exit Policy Parameters

Year 1 (SY17-18)	Year 2 (SY18-19)
LEA Payment Initiative in effect	
<p>Centralized entry, transfer, and exit process:</p> <p><i>Key Parameters:</i></p> <ul style="list-style-type: none"> Centralized transfer process will be managed by My School DC (with additional resources and staff); they will provide all students with 1) seats available and 2) neutral information about the schools that have available seats. All PK3-12 schools would be eligible to participate, including in-boundary DCPS schools. Participation of the PK3-12 schools would be voluntary. The process will go into effect October 5; all students transferring after October 5 would go through this process to enter schools participating in the process. Students wishing to enroll mid-year in non-participating PK3-12 schools or adult and alternative schools would need to contact those schools separately The process maintains students’ rights to their in-boundary schools; the process would be timely so as to avoid any delay in enrollment LEAs who opt into this system would report their open seats to My School DC to make those seats available to mid-year entry and transfer students. 	
<p>Hardship set-asides:</p> <p><i>Key Parameters:</i></p> <ul style="list-style-type: none"> LEAs would voluntarily opt to create “hardship transfer set-aside” seats for students already enrolled in DC schools; students who are eligible for a hardship transfer set-aside seat would be experiencing special circumstances and would meet specific criteria (medical & safety reasons, changes in legal or educational custody and/or guardianship, changes of residence in DC if the move has created a hardship getting to school, expelled students (on an opt-in basis for charter schools)) Hardship students would not enroll off of a waitlist; hardship seats would be filled by students in crisis or experiencing special circumstances, not by students from off of the general waitlist. Students who wish to transfer for reasons other than hardship would go through the centralized transfer process to go to the bottom of a school’s waitlist 	
<p style="text-align: center;">Out-of-State Set-Asides</p> <p>Out of state set-asides planned</p> <ul style="list-style-type: none"> <i>Out-of-state set-aside seats would be planned while data on out-of-state mid-year student entry/exit is collected during year 1 in the event that waitlists will still exist in year 2.</i> <i>My School DC and education stakeholders would plan set-asides for students new to the public school system mid-year.</i> <i>Out-of-state set-asides only apply to K-12 because PK isn’t mandatory (and to avoid gaming the system)</i> 	<p>Out-of-state set-asides implemented</p> <p><i>Key Parameters:</i></p> <ul style="list-style-type: none"> LEAs would voluntarily opt to create “out-of-state set-aside” seats. LEAs would reserve a set number of seats for out-of-state set-asides if waitlists are still in effect; public charter schools would need approval from PCSB if the set-asides were above their enrollment ceilings. DCPS would work with their individual schools. K-12 grade students who meet the following criteria and have appropriate documentation will qualify for an out-of-state set aside: <ul style="list-style-type: none"> Students who move to the District mid-year Students who decide to enroll in public school during a school year for the first time during that year--including students returning from home-schooling, and previously disconnected students (i.e., drop out) Student must not be enrolled in SLED for the school year in which they are trying to enroll Students who have been enrolled in private, independent, or parochial schools in the District would NOT qualify and would go through the centralized process to the end of a school’s waitlist.
<p>Waitlist Policy: stays the same Year 1; students who do not qualify for set-asides go on a school’s waitlist . In addition, explore changes to waitlists for year 2.</p>	<p>Waitlist policy changes implemented (if any)</p>