

IRVING ISD

DROPOUT

RECOVERY/PREVENTION

PLAN

2009 –2010

Irving ISD

Dropout Recovery/Prevention Plan

2009 - 2010

<u>Activity</u>	<u>Person(s) Responsible</u>	<u>Timeline</u>
Appoint campus administrator in charge of attendance, PEIMS coding and dropout recovery.	HS/MS Principal (grades 7-12)	August 14
Provide training for attendance administrators, attendance clerks, attendance officers and data processing clerks on PEIMS Dropout Coding, Acceptable Documentation, Compulsory Attendance Laws, HS Completion Rate, etc.	Dr. Johnstone Dr. Abby Melton Lane Ladewig Ray Vargas	August 17 – Sept. 17
<u>Important Note: The “School Start Window” (no-shows become dropouts) is Friday, September 25</u>		
Provide Principals, Attendance officers with new Court Case Information procedures and guidelines.	Lane Ladewig Ray Vargas	August 1 – 17
Provide information to campus appropriate staffs on available educational options: Regular campus, UBCL, MS Program, Night School, TAPPS, College, CAPS, Language Development Center.	Jose Villasenor Curtis Maurico Paula Barnhouse	July 31 – August 18 and on-going
Establish campus attendance procedures to prevent unauthorized withdrawals with dropout codes.	Principal Campus Staff	August 1– August 17
Contact, check status, re-code and/or re-enroll students on current drop out list.	Campus Administrators Counselors Counselors’ Clerks Attendance Officers Attendance Clerks	Ongoing

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<u>Activity</u>	<u>Person(s) Responsible</u>	<u>Timeline</u>
Contact, check status, re-code and/or re-enroll August, 2008 “No Shows”.	Campus Administrators Counselors Counselors’ Clerks Attendance Officers Attendance Clerks	Ongoing
Mail dropout recovery letters to last known address of 2008-2009 dropouts.	Attendance Administrators Attendance Officers Attendance Clerks Dr. Johnstone LaneLadewig	(week of Sept. 7, after Labor Day)
Provide campus and district staff members weekly updated 2007-08 dropout list.	Data Processing Lane Ladewig PEIMS Coordinator	Ongoing
Provide campus and district staff members weekly updated 2007-08 dropout list.	Data Processing PEIMS Coordinator	Ongoing
Accurately prepare data for PEIMS Submission Deadline.	Attendance Administrators Date Processing Clerks	October 19
Clean up PEIMS data submission.	Attendance Administrators Data Processing Clerks	Oct. 26– Nov. 13
Provide counseling sessions for potential dropouts and enroll students in alternative educational programs as appropriate.	Campus Counselors	Ongoing
Provide counseling services to 9 th & 10 th grade teaming students on attendance, dropout factors, etc.	Campus Counselors	Ongoing
Work dropout list and chronic absentee list.	Attendance Officer Attendance Clerks Attendance Administrators Counselors	Ongoing

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<u>Activity</u>	<u>Person(s) Responsible</u>	<u>Timeline</u>
Schedule compulsory attendance warning conferences with chronic absentee students	Attendance Administrators	August – Ongoing
File truancy charges as necessary with local Justice of the Peace.	Attendance Officers Ray Vargas	Ongoing
Provide status reports on truancy cases to campus attendance administrators	Ray Vargas	Bi-weekly
Perform campus audit of school leaver coding and documentation.	Attendance Administrators	Ongoing
Schedule dropout prevention update meetings throughout the year.	Dir. of Campus Operations	Ongoing
Provide bimonthly dropout status report to superintendent, et al.	Dir. of Campus Operations	Bi-monthly
Evaluate effectiveness of Dropout Recovery/Prevention Plan and revise as needed.	Dir. of Campus Operations Campus Staff District Staff	June, 2010