

## **P6-03-007 Withdrawals**

A ~~pupil~~**student** shall be dropped from the roll and marked "Withdrawn/Transferred Out":

1. When a certificate of transfer is executed;
2. When the ~~pupil~~ **student** has been expelled or suspended for more than 15 days;
3. When **a student** ~~pupil~~ has been absent for fifteen (15) consecutive days or more. This is interpreted to mean that any student is dropped after being absent fifteen (15) consecutive days with the only exception being those students under an approved program of Homebound Instruction, **or are absent due to COVID-19 illness, or related quarantine.**
4. When a **students** ~~pupils~~ has been released from compulsory attendance by the School Board of Henrico County or withdraws and is no longer of compulsory school age (these ~~pupils~~ **students** are to be withdrawn from the rolls with a code "W8");
5. When a **students** ~~pupils~~ is transferred to a state-operated institution or hospital;
6. When a student is found to be improperly enrolled in a Henrico County school due to failure to notify the school of a move within 10 school business days, and/or when residency has been falsified.

Refer to Regulation **6-03-002**, "Verifying Residency/Reporting Address Changes" for further procedures.

Refer to [\*\*VDOE SCHOOL REOPENING FREQUENTLY ASKED QUESTIONS\*\*](#)

Last Revised: November 2016

Legal Refs.: **8 VAC 20-110-130**

**Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-3, 22.1-3.1, 22.1-3.2, 22.1-3.4, 22.1-5, 22.1-255, 22.1-260, 22.1-270, 22.1-271.2, 22.1-276.01, 22.1-277.2, 22.1-287.02, 22.1-288.2, 32.1-46, 63.2-100, 63.2-900, and 63.2-1200.**

**VSBA Ref: JEC**