PHOENIX P-12 COMMUNITY COLLEGE

EXIT – TRANSFER PROCESS & POLICY

Aim: to ensure that Phoenix P12 Community College:

- MIPS data is accurately reflecting a clear record of student pathways and exits,
- CASES21 Data integrity is always maintained, and CASES21 and COMPASS reflect accurate records of enrolments, classes and attendances, in accordance with DET Policies.

To provide a clear record of student pathways after exit.

EXIT Process - for current student not attending College or leaving to pursue alternate education, training or employment.

NO STUDENT PROGRAM / TIMETABLE should be removed from COMPASS to take them off roles.

Under No circumstances are student timetables/programs to be removed from COMPASS to address HIGH STUDENT ABSENCE.

- Investigation for reason of absence needs carried out by House Manager or Assistant Principal via contact with family / guardian including
  - arrangement for student/parent to come in and complete and sign Exit paperwork.
    OR
  - Complete the Exit form details over the telephone and sign off on behalf of parent with note recording steps taken and permission from guardian received.

- Depending on outcome - follow either:
  STUDENT EXITING
  - the exit process and completing all paper work including sign off by parent/guardian.
  - Email Sandy Lacy and Ashlee Kennedy and other staff as required per individual circumstance and follow Exit Student Process.
  - Return paperwork to the General Office for Sandy Lacy.

  Student will be exited from CASES21, paperwork scanned into the Student A-Z folder and Compass will SYNC the changes.

  ALTERNATIVE EDUCATION PROGRAM OFFERED:
  - record alternative educational arrangements and then email Sandy Lacy who will adjust CASES21 record to ALT group.
    This includes the referral to Head Start or inclusion in the DOTS or FLIP programs.

NO CONTACT MADE

- If student or their family are uncontactable – the Exit form must be completed to reflect that all efforts were made to contact, and all known information recorded and signed as appropriate.
  - advise Sandy Lacy (collect Exit form) and Ashlee Kennedy and other staff as required per individual circumstance and follow Exit Student Process.
  - Return paperwork to the General Office for Sandy Lacy who will make the adjustment to CASES21 data.

STUDENTS UNDER 17 years of age also require a suitable Pathway and Plan included with the Exit paper work as per Exit process - which will be sent to Youth Pathways and Regional Office for exemption from school approval.

EXIT PROCESS STEPS

Sandra Lacy is the EXIT contact in the General Office and musts be let know if any changes to Student enrolments are taking place.

Exit forms are required for any students intending to leave and these must be fully signed off prior to the exit – including accurate destination information and parent/guardian signatures.

All students 15 and over are to be reminded that **Careers Practitioner MUST interview** exiting students.

Once form is completed and signed, Careers Practitioner to complete additional details and sign off exit.

Form returned to Enrolment Officer (Sandra Lacy).

Student transferred out of CASES 21 by Sandra Lacy.

COMPASS will automatically be updated overnight.
Under No circumstances are student timetables/programs to be removed from COMPASS to address HIGH STDENT ABSENCE. Investigation for reason of absence needs to be followed and then either the exit process and paper work should be completed, or advice and record of alternative arrangements documented,

Once Sandy Lacy has this information the student data will be adjusted accordingly on CASES21 and then Sync overnight will updated COMPASS>

Sandra then sends an email with details of exited student(s) to "the student contact list".
CAREER's Practitioner is to complete the Destination School follow-up process.

TRANSFER Process – for students transferring to another secondary education facility

TRANSFERS - to another school

All students who are transferring need to be sent to the general office.
Student transfer paper work (generated from CASES 21) must be obtained from the general office. (Sandra Lacy or general office staff)

- This paper work is to be completed before exit - contact must be made for family to come in and completed the transfer paperwork through the General Office.
- Transfer is then completed through CASES21, and transfer note forwarded to new school.
- COMPASS will be updated overnight to remove the transferred students.

Warnings or errors are generated if there are any data inconsistencies when the DATA SYNC is performed and systematically emailed to the Phoenix email address - (Monitored by the Business Manager). This will be forwarded to David Walker in IT – who is the COMPASS DATA INTEGRITY.
ANY absence data correction (i.e. absences recorded after the date of exit or transfer) will be corrected by our IT SUPPORT - David Walker who will then perform another SYNC of data to check results and clear variances.