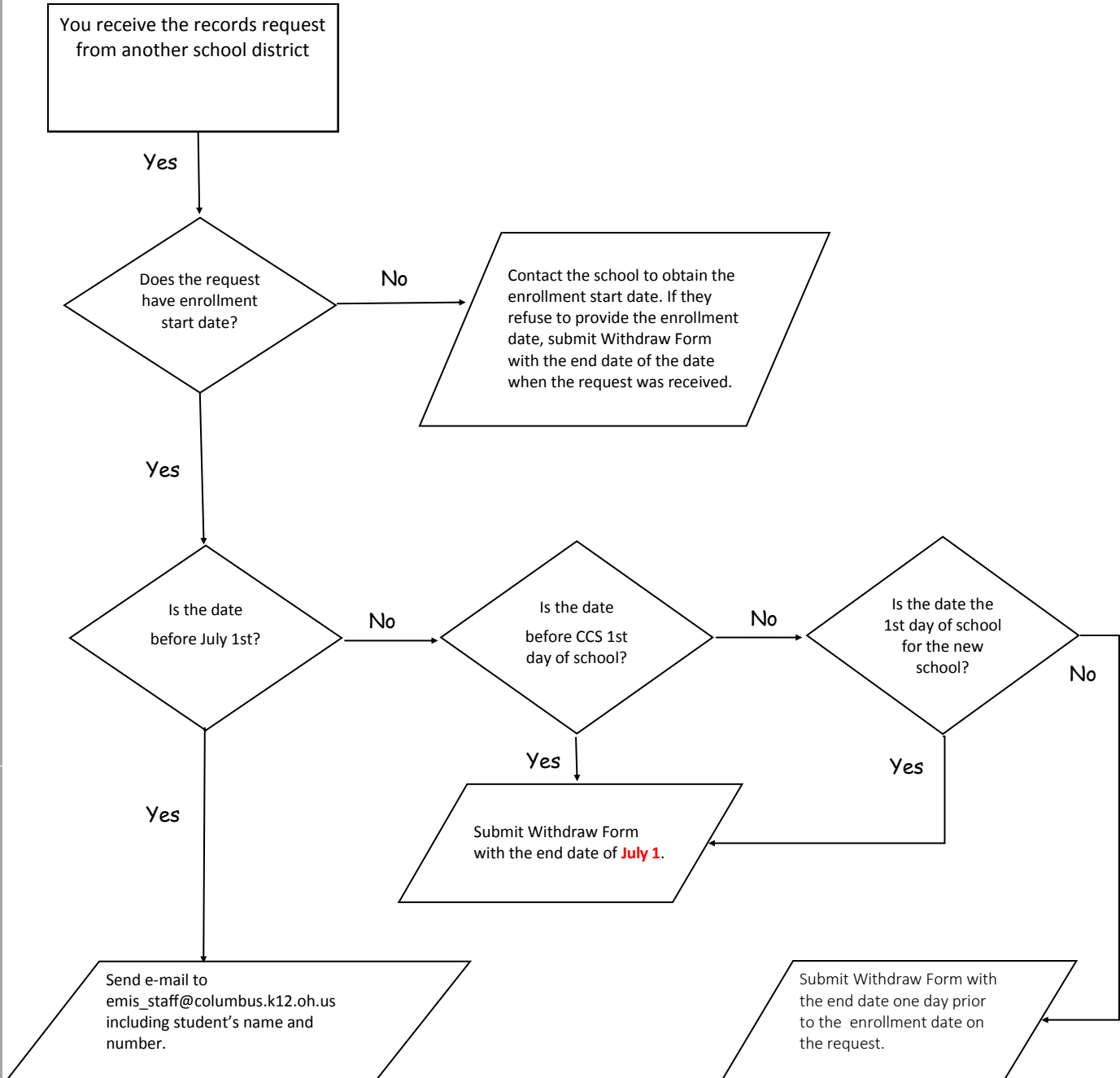# Summer Processing 17-18

The date that should be entered on the Withdrawal / End Date Check list depends on the date the student started attending another school district or the date when you received records request (RR).

You MUST record students' absence for every student for every day that they are absent, until the student is end-dated.

You receive the records request from another school district

Yes

Does the request have enrollment start date?

No → Contact the school to obtain the enrollment start date. If they refuse to provide the enrollment date, submit Withdraw Form with the end date of the date when the request was received.

Yes

Is the date before July 1st?

No → Is the date before CCS 1st day of school?

No → Is the date the 1st day of school for the new school?

No

Yes (from CCS 1st day of school) → Submit Withdraw Form with the end date of **July 1**.

Yes (from 1st day of school for the new school) → Submit Withdraw Form with the end date of **July 1**.

Yes (from before July 1st) → Send e-mail to emis_staff@columbus.k12.oh.us including student's name and number.

No (from 1st day of school for the new school) → Submit Withdraw Form with the end date one day prior to the enrollment date on the request.

This flowchart does not address every possible situation, and whenever in doubt, please e-mail emis_staff@columbus.k12.oh.us