

## **MINA Charter School**

### **ADHERENCE TO THE 10/20 DAY RULE**

State Board of Education (SBE) policy TEST-003 states that public school students may drop a course with a required end-of-course (EOC) assessment with the first days of enrollment in a semester schedule or within the first 20 days of enrollment in a year-long schedule. Students, who are enrolled for credit after the 10/20 days, shall not drop a course with a required EOC assessment and shall participate in the appropriate EOC assessment at the completion of the course.

Exceptions to the 10/20 day rule are allowed in individual cases where circumstances are in the best interest of the student to be removed from a course requiring an EOC assessment. These cases should be evaluated individually, and consideration should be given to make certain the accountability of the school is not being compromised. Some examples of acceptable student withdrawals are the 10/20 days of enrollment include the following:

1. Transfer student inappropriately placed in an EOC course. If a student transfers into a school and his or her records do not arrive until after the 10/20 day respectively to inform a proper placement decision, the school has the latitude to withdraw the student if the student was inappropriately placed in an EOC course.
2. Student is withdrawn from a course to enroll in a higher-level course. Occasionally, a student may be better served to withdraw from an EOC course and enroll in a higher-level course. In such cases, the student takes the appropriate test for the higher-level course; the school remains accountable through the higher-level course. Students must not be withdrawn from an EOC course and enrolled in a higher-level course within the last six weeks of the course.
3. There is a valid medical reason for removing a student from an EOC course. In rare cases, an individual student may be deemed medically fragile because of a significant medical emergency or condition, such as an accident, that incapacitates the student for an extended period of time. In such instances, it may be in the student's best interest to be withdrawn from a course.

For all situations, the Lead Administrator of the school should review each case individually and decide in consultation with the teacher and parent/guardian whether withdrawal is necessary. If it is determined the student should be withdrawn from the course (after the 10/20 days), the school must request approval from the Director of

Accountability Services of the Department of Public Instruction using the outlined process below.

**Process for Notification of Withdrawals after 10/20 days**

10/20 Day Withdrawal Requests are submitted through NC Education's NCTest Admin.

**Supporting Documentation**

For all 10/20 Day Withdrawal Requests, current enrollment documentation is required.

Some requests may need additional documentation for review (e.g., evidence of prior credit for a course [transcript, student score report] medical documentation.

Once a decision has been made, a response email will be generated through the online system for each request.

- If the request is approved, the school will notify the parent/guardian and the student in writing of any change to EOC testing requirements.
- Immediately following the notification, the student will be removed from the course and a change to the student's schedule to reflect the new course code in PowerSchool.
- All documents pertaining to the withdrawal must be kept on file.
- If the request is denied, the student will remain in the original course code and will be included in school accountability.

**Adopted & Approved by MCS: 12/3/19**