

## CWA Inactivation Request Steps

The purpose of Inactivation Investigation is to locate and recover students to restore back to regular attendance, NOT exclusively to drop students.

Site Steps	SSCM Steps	Director Steps
<ol style="list-style-type: none"> <li>1. When a student is absent for 3 consecutive days, the SST/attendance clerk will begin making contact attempts (including all emergency numbers and documenting outcomes in Student Contact Log). Documentation from the school site should be from more than one day, showing you have tried to make contact with the parent over the course of the 10 days and by calling all numbers on Synergy.</li> <li>2. On the 10th consecutive absence with no successful contact, site staff will fill out the Inactivation Request <a href="#">Google Form</a>.</li> <li>3. Once the form is submitted, alert your assigned SSCM via email. Email will confirm submission of request.</li> </ol> <p>**If a student has sibling(s) and sibling is attending school, inactivation request will not be valid. Connect with the sibling regarding the student's absences and consult with the site team.</p>	<ol style="list-style-type: none"> <li>1. SSCM will email the assigned truancy outreach specialist to begin investigation.</li> <li>2. SSCM and TOS will input the referral to the Inactivation Data excel sheet. <b><u>TOS will check CAL-Pads.</u></b></li> <li>3. A minimum of 2 home visits will be conducted.</li> <li>4. SSCM will document all contact attempts on Synergy.</li> <li>5. SSCM will then notify schools within 3-5 school days regarding the status from the original date of submission.</li> </ol> <p>Once the investigation is completed, SSCM will notify the site of the outcome and update the excel sheet.</p> <p><b><u>If a student is RECOVERED during investigation then...</u></b>        Student will be referred to the school site Tier Intervention Process to re-connect with student and address barriers.</p> <p>At this time, the inactivation process is complete. Student will NOT be dropped. SSCM will provide the reason via email.</p> <p><b><u>If the student is NOT recovered then...</u></b>        ONLY after this process is completed, SSCM will complete <a href="#">SSCM Request to Inactivate Google form</a>, and email CWA director (Dr. Traci Miller).</p> <p>Subject line: URGENT: Inactivation Request and use email template provided.</p>	<p>If inactivation request is approved, Dr. Miller will review and submit the email sent by SSCM to the school site and Centralized Enrollment.</p> <p>-School site will delete attendance back to the last full day of attendance, which will serve as the leave date. School site will reply to email stating that absences have been deleted.</p> <p>-Centralized Enrollment will then inactivate student once attendance is deleted and send a confirmation of completion status email to school site and Dr. Miller.</p> <p>AND INACTIVATION REQUEST IS NOW COMPLETE</p>