



Administrative Procedure 5053
**ENROLLMENT: STUDENTS WHO LEAVE WCSD TO ENROLL
IN A TREATMENT FACILITY**

Responsible: Department of Student Accounting

PURPOSE

This administrative procedure describes the enrollment process used when a student who is enrolled in a school within Washoe County School District ("District" or "WCSD") leaves to enroll in a treatment facility.

PROCEDURE

1. In accordance with state law, licensed treatment facilities in the United States and United States Territories are eligible to receive reimbursement for the Average Daily Enrollment ("ADE") in which a student is a patient or resident in the treatment facility.
2. Treatment Facilities providing educational services.
 - a. When a student leaves WCSD to enroll in a treatment facility that provides educational services:
 - i. The student is withdrawn on the last day of attendance using end status W1A, then re-enrolled using start status E11 on the next instructional day;
 - ii. WCSD retains LEA responsibility for students receiving special education services.
 - b. When a student returns to WCSD after being in a treatment facility that provides educational services within the **same school and same school year**:
 - i. The student's E11 enrollment is end dated with W1A as of the day before the student returns to WCSD;
 - ii. The student is re-enrolled with start status R2; and
 - iii. Student schedule is restored.
 - c. When a student returns to WCSD after being in a treatment facility that provides educational services and **is not the same school**:
 - i. The student's E11 enrollment is end dated with W1B as of the day before the student returns to WCSD;
 - ii. The student is enrolled at new school in WCSD with start status E1; and

- iii. Student schedule is built.
- d. When a student returns to WCSD after being in a treatment facility that provides educational services that **is not the same school year**:
 - i. The student's previous year line of enrollment of E11 is end dated by IT with W1A1;
 - ii. The student is enrolled with start status E1; and
 - iii. Student schedule is built.
- 3. Treatment Facilities not providing educational services:
 - a. The student is withdrawn with W3H end status upon approval from Student Accounting Senior Director.

LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure complies with the District's strategic plan and aligns/complies with the governing documents of the District.
- 2. This Administrative Procedure complies with Nevada state laws and regulations, to include:
 - a. NRS 387.1225, Reimbursement to hospital or other facility that provides residential treatment to children and operates licensed private school; request for and amount of reimbursement.
- 3. This Administrative Procedure complies with Nevada Required Reporting Practices_SY2021_5-1-20.

REVISION HISTORY

Date	Revision	Modification
9/12/2018	1.0	Adopted
1/8/2020	2.0	Revised to expand beyond Nevada
11/5/2020	3.0	Revised