



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. Willow Springs Treatment Facility
 - a. When a special education student leaves WCSD to enroll in Willow Springs:
 - i. The student remains enrolled using enrollment code E1 for the first seven (7) days;
 - ii. After the first seven days, the student is withdrawn using end status W1a and then re-enrolled using start status E3;
 - iii. WCSD retains LEA responsibility for the student;
 - iv. High school students schedules are not end dated;
 - v. "SB344 2013" is noted in the enrollment comments; and
 - vi. Attendance is marked EMD (Health Care Professional Verification).
 - b. When a special education student returns to WCSD after being in Willow Springs:
 - i. The student's E3 enrollment is end dated as of the day before the student returns to WCSD;
 - ii. The student is re-enrolled with start status R2 if it is within the same school year. If it is not within the same school year, the start status E1 is used; and
 - iii. Student schedule is restored.

3. When a special education student leaves WCSD to enroll in a treatment facility **other than** Willow Springs:
 - a. The student remains enrolled and schoolwork is sent through the parent or directly to the facility.
 - b. Attendance is marked MED (Medical Parent Verification).
4. When a regular education student leaves WCSD to enroll in Willow Springs the student remains enrolled for the first seven days. After the first seven days, the student is withdrawn using end status W2b.
5. When a regular education student leaves WCSD to enroll in a treatment facility **other than** Willow Springs the student is withdrawn using end status W3a5.
6. When a regular education student returns to WCSD after being at a treatment facility:
 - a. The student is re-enrolled with start status R2 if it is within the same school year. If it is not within the same school year, the star status E1 is used.

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.

REVISION HISTORY

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