



Administrative Procedure 5053  
**ENROLLMENT: STUDENTS WHO LEAVE THE DISTRICT  
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) leaves to enroll in a treatment facility.

**PROCEDURE**

1. In accordance with state law, approved 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 and is a resident of the state of Nevada. This list may change monthly. Please send an email to Teresa Magana at [TMagana@washoeschools.net](mailto:TMagana@washoeschools.net) to receive the approved list prior to completing any actions listed below.
2. State approved treatment facilities providing educational services.
  - a. When a student leaves the District to enroll in a treatment facility that provides educational services:
    - i. Check for break in service:
      - 1) A break in service occurs with a student who was receiving special education services in the District has been withdrawn from the District for 90 or more calendar days for reasons other than being in a treatment facility.
        - a) No further action is required when a break in service has occurred.
      - 2) If student was withdrawn for less than 90 calendar days, the student is enrolled using the steps below:
        - a) The withdrawal code is not changed. The student is re-enrolled using start status E11 on the next instructional day;
        - b) The student schedule is not loaded;
        - c) The District retains LEA responsibility for students receiving special education services; and

- d) The Special Education Administrator should be notified of any withdraws.
  - 3) If student is withdrawing today, the student is withdrawn and re-enrolled using the steps below:
    - a) The student is withdrawn on the last day of attendance using end status W1A, then re-enrolled using start status E11 on the next instructional day;
    - b) The student schedule is not loaded;
    - c) The District retains LEA responsibility for students receiving special education services; and
    - d) The Special Education Administrator should be notified of any withdraws.
3. When a student leaves the District to enroll in a non-state approved treatment facility, but the school desires to continue educational services for the student:
  - a. The student remains enrolled in District with start status E1;
  - b. The student schedule remains loaded;
  - c. The name of the non-state approved facility is noted in Infinite Campus Attendance Notes; and
  - d. Weekly completed schoolwork must be turned into office personnel or the teacher once a week in order for the student to be marked present. If returned to the teacher, the teacher must notify the office to mark the student present; and
  - e. Students who do not complete work for 20 consecutive school days are withdrawn W3H.
  - f. If the student attends a non-state approved treatment facility and the school is not providing educational services, the student is withdrawn with W3H end status upon approval from Student Accounting on the last day of attendance.

### **PROCEDURE WHEN STUDENT RETURNS TO DISTRICT**

1. When a student returns to the District after being in a state approved treatment facility that provides educational services within the **same school and same school year**:

- a. The Student's E11 enrollment is end dated with W1A as of the day before the student returns to the District;
  - b. The student is re-enrolled with start status R2; and
  - c. Student schedule is restored.
2. When a student returns to the District after being in a state approved treatment facility that provides educational services and is not the same school:
  - a. The student's E11 enrollment is end dated with W1B as of the day before the student returns to the District;
  - b. The student is enrolled at new school in the District with start status E1; and
  - c. Student schedule is built.
3. When a student returns to the District after being in a state approved treatment facility that provides educational services and **is not the same school year:**
  - a. The student's previous year line of enrollment of E11 is end dated by IT with W1A1; and
  - b. The student is enrolled at new school in the District with start status E1; and
  - c. Student schedule is built.

#### **LEGAL REQUIREMENTS AND 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\_5-3-21.

**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
6/16/2021	4.0	Revised to update new process from Nevada Department of Education.
7/31/2023	5.0	Revised to update new guidelines from the Nevada Department of Education.