



Administrative Procedure 5420 ATTENDANCE OF CHILDREN IN TRANSITION

Responsible: Department of Intervention

PURPOSE

This Administrative Procedure establishes the protocol for taking attendance of students coded as "Children In Transition" (CIT) in the Washoe County School District (District).

PROCEDURE

1. With the passage of the McKinney Vento Act in 1987 and subsequent reauthorization under Title X, Part C of NCLB, it is incumbent upon the District to work with students who are in transition and struggling to attend school.
2. CIT is an attendance code that may be used to designate any absence for a Child In Transition **only when the absence is related to being in transition**. This code should not be used for students receiving CIT services who are absent from school for other reasons. The code should only be used when a student who has been identified as a Child in Transition is **absent related to being in transition:**
 - a. Attendance personnel will code the absence CIT;
 - b. Attendance personnel must enter a comment explaining how the incident was related to being in transition in the area for attendance comments for each day excused with the CIT code;
 - c. Attendance personnel must for each incident in which CIT is coded, notify, via email, Children In Transition Coordinator:
 - i. The comment entered;
 - ii. The number of days marked CIT;
 - iii. The student name;
 - iv. The student's ID;
 - v. The student's birthdate;
 - vi. The school attended; and
 - d. The absence does count against chronic absenteeism and possible retention/failure.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the District's governing documents, to include:
 - a. Board Policy 5400, Student Attendance.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) Chapter 392, Pupils, and specifically:
 - a. NRS 392.040, Attendance required for child between 7 and 18 years of age; minimum age required for kindergarten and first grade; waiver from attendance available for child 6 years of age; developmental screening test required to determine placement; effect of military transfer of parent of child.
3. This Administrative Procedure complies with the McKinney Vento Act in 1982 and subsequent reauthorization under Title X, Part C of No Child Left Behind.

REVISION HISTORY

Date	Revision	Modification
5/2012	1.0	Adopted as Accepted Practice
11/2012	2.0	Revised
1/03/2014	3.0	Revised: converted to Administrative Procedure
5/16/2019	4.0	Revised: to comply with new attendance procedures
7/19/21	5.0	Revised: changed responsible party to Office of Intervention; added clarification to section two regarding when code should be used.