

MEMORANDUM

To: Charter School Authorizers
Charter School Principals
Traditional Public School Corporations

From: Nathan Williamson, Director
Office of Title Grants and Support

Date: June 8, 2018

Re: House Enrolled Act 1420 – Various Education Matters
Series: 4 of 4

Background:

As related to charter schools and traditional public school corporations, new amendments in House Bill 1420, state:

1. Students who are withdrawn from enrollment from a virtual charter school due to lack of participation in courses pursuant to the school's student engagement policy may not reenroll at that same virtual charter school in the same school year.
2. Charter school closure protocol must include the following:
 - a. A written notice sent to a student's parent regarding the closure of the charter school and the charter school's procedure for the transfer of the student's education records;
 - b. That the written notice sent to a student's parent include the following:
 - i. A statement requiring that within 30 days of receiving the notice, the parent of a student of a closing school inform the school of which school the parent plans to enroll the student; and
 - ii. A statement that indicates that if the parent does not know which school the parent plans to enroll the student in, the parent consents to the charter school's transfer of the student's education records to the student's school of legal settlement.
3. If the parent informs the closing school of which school they plan to next enroll their child, the charter school shall transfer the student's education records to the new school.

Guidance:

Traditional public schools of legal settlement must be aware that they are obligated to accept records for students enrolled in charter schools that are closing, if the parents have not yet selected a new school.

Authorizers should inform all charter schools of the revised closure protocols for the transfer of student records and any virtual charter school authorized by your agency of these new student withdrawal procedures.

All charter school authorizers and principals shall inform registrar staff of the revised closure protocol regarding the notification to parents and the transfer of student records to the new school, if known, or the traditional public school of legal settlement.

If you have any questions, please contact Nathan Williamson at (317) 232-6671 or email nwilliamson@doe.in.gov.