**Right to Return Notification**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO: Education Rights Holder:

Address:

RE: Name of Student: Date of Birth:

Dear Education Rights Holder,

The above named student voluntarily enrolled in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Continuation High School on  
 \_\_\_\_\_\_\_\_\_\_\_\_\_ [DATE] to address the following areas of concern:

Credit Deficiency: student had completed \_\_\_\_ credits and needed \_\_\_\_ credits to graduate  
 Poor Attendance: student had missed: \_\_\_\_  school days/ periods per:  semester/ school year  
 Behavioral Challenges: student was demonstrating the following behavioral challenges: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
 Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students who voluntarily enroll in continuation schools have the right to return to their local, comprehensive or “regular” high school at the start of the upcoming school year. Students also may return to their comprehensive school during the school year with the consent of the school district. Please note that students who wish to return to their comprehensive high school at the start of the school year do not need permission from the school district to do so. **The above-named student is eligible to return to his/her comprehensive high school at the start of the upcoming school year.**

**As the student’s education rights holder, you decide whether the student should remain in his/her continuation school or return to the comprehensive high school at the start of the upcoming school year.** Ongoing voluntary enrollment at a continuation school should be based on the student’s best education interest.

**If you would like the above named student to return to his/her comprehensive high school for the upcoming school year, you may enroll the student at his/her comprehensive high school at the start of the school year.**

You also may request a return to the comprehensive high school at any time during the school year. In order to return to their comprehensive high school during the school year, students must satisfy either all of their Return Plan Criteria or one of the following Other Criteria:

**Return Plan Criteria 1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Return Plan Criteria 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Return Plan Criteria 3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Other Criteria 1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Other Criteria 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Other Criteria 3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**EXAMPLE Other Criteria:** Student earned at least 50% of missing/off-track credits

**EXAMPLE Other Criteria:** Student improved attendance by 10% since transferring to the continuation school or maintained 90% attendance (excluding excused absences) for a complete semester

We have completed an [**End of Term Graduation Check**](http://kids-alliance.org/wp-content/uploads/2016/09/FYET_6.2_End%20of%20Term%20Graduation%20Check_v3.docx) to help you determine if it is in the student’s best education interest to remain at the continuation school or return to the comprehensive high school. The graduation check is attached. **This information is advisory only. It is your decision to enroll the student in his/her comprehensive high school at the start of upcoming school year or request a return to the comprehensive school during the school year.**

Based on this graduation check:

* **The student is is not on track to graduate high school.** The above named student has earned \_\_\_\_ credits since enrolling at the continuation school and needs \_\_\_\_\_ more credits to graduate.
* The student has attended \_\_\_\_ % of class periods since \_\_\_\_\_\_\_\_\_\_\_ [DATE].
* The student has had \_\_\_\_\_ behavioral incidents at school since \_\_\_\_\_\_\_\_\_\_ [DATE].

For additional questions or to schedule a meeting to discuss the above named student’s eligibility to return to the regular high school, please contact:

Name/Title/Contact Information for Continuation School Representative:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Title/Contact Information for Comprehensive School Representative:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you,

\_\_\_\_\_\_\_