Recently you received information concerning the **Dropout Prevention Act 2009-564**. The intent of the Act is to decrease the number of students who drop out of school and to create an exit process that discourages the student from making this decision. The exit process should provide the student and their parent or legal guardian assistance in developing a plan for graduation. Please use the following procedures in implementing this Act.

1. The effective date of the Act is **August 1, 2009** and is applicable to all currently enrolled students as of the 2009-2010 school year.

2. Students requesting a **Certificate of Exemption**, as defined on page 8 of the 2009-2010 Student Code of Conduct Handbook, should be referred to the Office of Prevention and Support at 970-4415 to begin the exemption review process.

3. A **Student Exit Interview**, including the completion of the Student Exit Form and a Graduation Plan, must be conducted for each student who indicates he/she is withdrawing from school and discontinuing his/her high school education (dropping out). It is recommended the interviews include the student, the student’s parent or legal guardian, a school administrator, counselor, and the Dropout Prevention Supervisor. Rhonda Cotten, Dropout Prevention Supervisor, is available to assist you with the exit process AND provide assistance with student interventions for students at-risk of dropping out.

4. A copy of the Student Exit Form and Graduation Plan must be maintained with the school Principal and the Dropout Prevention Supervisor.

5. Information packets will be distributed to each high school to use with students during the exit interview AND for the purpose of counseling students who are at-risk of dropping out. The packets will include:
   - information regarding the detrimental impacts and negative effects of dropping out.
   - information on developing a graduation plan to stay in school.
   - information on school- to- work training programs, Alabama SUCCESS Education & Career Planning, and enrollment in Postsecondary Adult Basic Education Programs.

Should you have questions regarding the interview process or if Prevention and Support can assist with your dropout prevention efforts, please contact Ms. Rhonda Cotten, Dropout Prevention Supervisor, at 970-4415.