

## INSTRUCTIONS FOR WITHDRAWAL FROM ATTENDANCE FORM

NDE Form 10-005

This form is to be utilized by the superintendent or designee of the superintendent for a public school district. All of the required fields in the form must be entered using a computer before the form can be printed. **Do not print out the form blank and then insert handwritten information in the fields.**

The **district code** field refers to the county/district number NDE has assigned for the school district (e.g. 01-0001). The district code for your school district can be obtained from the Education Directory Search (<http://educdirsrc.education.ne.gov/>). The **school of attendance** code is the number assigned by NDE to the school (e.g. 001). The three digit School Number can also be obtained from the Education Directory Search (<http://educdirsrc.education.ne.gov/>).

The **NDE Student ID** is a ten digit number assigned to the student for reporting individual student information in the Nebraska Student and Staff Record System (NSSRS). You can access the NDE Student ID from the Nebraska Uniq-ID system available via the NDE Portal (<http://portal.education.ne.gov/>).

Only one of the two boxes for the reason for withdrawal of the child on the form can be entered. The form will alert you if a required field has not been entered.

The form is ***only to be completed if:***

1. The person making the written request does not rescind that request at the end of the exit interview; ***and***
2. The superintendent or designee believes that a preponderance of evidence has been presented by the person making the request that (a) the person has legal or actual charge or control of the child, and (b) the child is experiencing (i) financial hardships requiring the child to be employed to support the child's family or dependents of the child, or (ii) illness that makes attendance impossible or impracticable.

If superintendent or designee determine these conditions exist at the close of the exit interview, then the person making the request and the superintendent or designee are required to sign the form. The child shall sign the form if the child is experiencing financial hardships requiring the child to be employed to support the child's family or dependents of the child.

A copy of the signed form should be provided to the person making the request, with a copy also being placed in the student's file of the school district under Section 79-2,104.

The Commissioner of Education has directed that school districts provide the Nebraska Department of Education with a copy of withdrawal forms at the time the form is completed and signed. The completed and signed form shall be sent as PDF via e-mail to [brian.halstead@nebraska.gov](mailto:brian.halstead@nebraska.gov)