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Evergreen Charter School

2025-2026

Student Reentry Transition Protocol

(NYS-Aligned)

Transition from Residential Placement to School Setting

Purpose

To ensure **immediate enrollment, continuity of services, and compliance with New York State law** for students returning from residential placements, including those placed through child welfare, mental health, or special education programs.

Legal & Regulatory Framework (New York State)

This protocol aligns with:

- New York State Education Law §3202 (right to attend school in district of residence)
- McKinney-Vento Homeless Assistance Act (immediate enrollment & school stability)
- Individuals with Disabilities Education Act & NYS Part 200 Regulations (special education)
- Family Educational Rights and Privacy Act (student records/confidentiality)
- New York State Office of Children and Family Services guidance on students returning from placement

- Charter accountability expectations set by the SUNY Charter Schools Institute (enrollment practices, retention, equity, and student outcomes)

Charter School Compliance Expectations

Consistent with authorizer guidance, the school will:

- Ensure **no barriers or delays to re-enrollment**
- Avoid counseling-out practices and ensure **student retention efforts**
- Provide **equitable access to programs and services**
- Maintain **accurate enrollment and attendance reporting**
- Document all transition efforts for accountability reviews

Timeline (NYS Expectations)

Phase	Required Timeline
Notification of Return	Immediate
Enrollment	**Same day or within 1 school day**
Records Request	Within 24 hours
IEP Implementation (if applicable)	**Immediately upon enrollment**
Reentry Meeting	Within 5 school days
Initial Monitoring	First 30 days

Roles and Responsibilities (NYS-Aligned)

1. Principal / School Leader

- Ensures compliance with NYS enrollment laws and charter requirements
- Guarantees **immediate admission**, even when records are incomplete
- Prevents unlawful exclusion or delay
- Assigns Transition Coordinator
- Ensures staff are trained on **McKinney-Vento and IDEA obligations**

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2. Transition Coordinator (TC)

(School counselor, social worker, or designee)

- Coordinates reentry process in alignment with NYSED expectations
- Confirms whether student qualifies under McKinney-Vento Homeless Assistance Act
- Communicates with:

    - Residential facility
    - Local district (if applicable)
    - Family/guardian
- Maintains documentation for compliance reviews
- Ensures services begin **without delay**

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3. Registrar / Enrollment Staff

- Enrolls student **immediately (same day/next day)**
- Does **not delay enrollment** due to:
    - Missing records
    - Immunization documentation (must allow provisional enrollment per NYS guidance)
- Requests records within 24 hours
- Codes student appropriately in student information system (e.g., transfer, reentry)

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4. McKinney-Vento Liaison

(Required role under federal law)

- Determines if student is in **temporary housing**
- Ensures:
    - Immediate enrollment
    - Transportation access (if applicable)
    - Elimination of barriers (fees, documents, etc.)

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5. Committee on Special Education (CSE) / Special Education Team

- Implements existing IEP **immediately upon enrollment**
- Schedules CSE meeting if:
    - IEP needs revision
    - Placement/services differ from residential program
- Ensures compliance with **NYS Part 200 timelines**
- Coordinates related services (counseling, OT, etc.)

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6. School Counselor / Social Worker

- Conducts intake within 48 hours
- Reviews discharge summary and mental health recommendations
- Provides:
    - Counseling supports
    - Crisis intervention (if needed)

- Ensures trauma-informed practices aligned with NYSED guidance

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7. Teachers

- Provide **instruction immediately upon student's return**
- Conduct baseline assessments within first week
- Implement IEP/504 accommodation without delay
- Document progress and communicate concerns

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8. Family/Guardian

- Participates in reentry planning
- Provides available documentation
- Collaborates with school staff to support attendance and engagement

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9. Sending Agency / Residential Placement

- Provides discharge documentation including:
  - Academic progress
  - Behavioral plans
  - Therapy recommendations
- Coordinates transition with school when possible

Required Reentry Procedures (NYS-Compliant)

Step 1: Immediate Enrollment

- Student must be allowed to attend school **immediately**, even if:
  - Records are missing
  - Residency is in question (handled after enrollment per §3202)
- Student receives a schedule and begins attending classes **no later than next school day**

Step 2: Records Transfer

- School requests records within 24 hours
- Sending school/placement must respond promptly (per NYSED expectations)
- School cannot delay services while awaiting records

Step 3: Special Education Compliance

If applicable:

- IEP from residential placement is treated as **current and binding**
- Services begin immediately
- CSE convenes if changes are needed

Step 4: Reentry Meeting (Within 5 Days)

Participants:

- Administrator
- TC
- CSE rep (if applicable)
- Counselor
- Family
- Student (if appropriate)

Focus:

- Academic placement
- Behavioral supports
- Mental health needs
- Attendance expectations
- Development of **Reentry Transition Plan (RTP)**

Step 5: Implementation of Supports

Supports must reflect NYSED expectations for **whole-child support**, including:

- Counseling services
- Behavioral supports (BIP if needed)
- Academic interventions (AIS, tutoring)
- Schedule modifications (temporary, if needed)

Step 6: Progress Monitoring & Documentation

- Weekly monitoring (first month)
- Documentation maintained for:
    - Authorizer reviews
    - NYSED audits
    - Special education compliance

Documentation Requirements

The school must maintain:

- Enrollment date and attendance records
- Records request logs
- IEP implementation evidence (if applicable)
- Reentry meeting notes
- RTP and progress monitoring logs

These may be reviewed by the SUNY Charter Schools Institute or New York State Education Department.

Equity & Non-Discrimination

The school ensures:

- No discriminatory barriers to enrollment
- Compliance with McKinney-Vento protections
- Access to language services for families
- Culturally responsive and trauma-informed practices

Accountability & Review

- Annual review of reentry data:
  - Attendance
  - Retention
  - Academic progress
- Adjust protocol based on findings
- Ensure alignment with evolving guidance from New York State Education Department and authorizer expectations

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Conclusion

This NYS-aligned protocol ensures that students returning from residential placement are **immediately enrolled, fully supported, and served in compliance with all applicable laws and charter accountability standards**, while promoting long-term academic and social-emotional success.

One-Page Reentry Checklist (NYS-Aligned)

Student Name: _____

Date of Return: _____

1. Immediate Enrollment (Day 0–1)

☐ Student enrolled **same day or next school day**
☐ Schedule created and student attending classes
☐ Enrollment not delayed due to missing records
☐ Residency reviewed (do not delay enrollment)

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2. Records & Documentation (Within 24 Hours)

☐ Records requested from residential placement
☐ IEP/504/BIP requested (if applicable)
☐ Discharge summary requested
☐ McKinney-Vento status reviewed

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3. Special Education (If Applicable)

☐ IEP implemented **immediately**
☐ Related services started (counseling, OT, etc.)
☐ CSE meeting scheduled (if needed)

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4. Intake & Student Support (Within 48 Hours)

☐ Counselor/social worker intake completed
☐ Risk/needs screening conducted
☐ Student assigned point-of-contact (TC or counselor)

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5. Reentry Meeting (Within 5 Days)

☐ Meeting scheduled and held
☐ Family/guardian included
☐ Academic placement reviewed
☐ Behavioral and mental health supports identified
☐ Reentry Transition Plan (RTP) created

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6. Implementation of Supports

☐ Counseling/check-ins scheduled
☐ Academic supports assigned (AIS/tutoring)
☐ Behavior supports in place (if needed)
☐ Schedule adjusted (if needed)

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7. Monitoring & Follow-Up

☐ Weekly check-ins (first 30 days)
☐ Attendance monitored
☐ Teacher feedback collected
☐ Adjustments made as needed

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8. Compliance Documentation

☐ Enrollment date documented
☐ Records request log maintained
☐ RTP on file
☐ Progress monitoring notes recorded

STUDENT REENTRY TRANSITION PROCESS

FROM RESIDENTIAL PLACEMENT TO SCHOOL (NYS-ALIGNED)

KEY PRINCIPLES

- ✓ Immediate enrollment
- ✓ No delays or barriers
- ✓ Student-centered & trauma-informed
- ✓ Family and community partnership
- ✓ Compliance with NYS laws and charter requirements

1 NOTIFICATION OF STUDENT RETURN

School is notified by residential placement, family/guardian, or agency.
Principal assigns a Transition Coordinator (TC) immediately.

2 IMMEDIATE ENROLLMENT (SAME DAY OR NEXT SCHOOL DAY)

- Student is enrolled without delay, even if records are incomplete.
- Schedule created and student begins attending classes.
- Residency reviewed (do not delay enrollment).

TIMELINE

- Enrollment: Same/Next Day
- Records Request: Within 24 hrs
- Intake: Within 48 hrs
- Reentry Meeting: Within 5 days
- Monitoring: First 30 days
- Ongoing Review: Up to 90 days

3 REQUEST & REVIEW RECORDS (WITHIN 24 HOURS)

- Request records from residential placement
- IEP/504/BIP and discharge summary
- Review McKinney-Vento status (if applicable)
- Do not delay services while awaiting records

4 INTAKE & INITIAL SUPPORT (WITHIN 48 HOURS)

- Counselor/social worker intake completed
- Risk/needs screening conducted
- Student assigned point-of-contact (TC/counselor)

IF SPECIAL EDUCATION (IDEA / NYS PART 200)

- IEP implemented immediately
- Related services begin without delay
- CSE meeting scheduled if changes are needed
- Services provided in compliance with NYS regulations

MCKINNEY-VENTO (If Applicable)

- Immediate enrollment
- Access to transportation (if needed)
- Elimination of barriers (fees, documents, etc.)
- School stability prioritized

5 REENTRY MEETING (WITHIN 5 DAYS)

- Administrator, TC, counselor, teachers (as needed), family/guardian, student (as appropriate)
- Review academic placement
- Identify behavioral, mental health, and support needs
- Create Reentry Transition Plan (RTP)

DOCUMENTATION REQUIRED

- Enrollment date
- Records request log
- Intake notes
- IEP implementation (if applicable)
- Reentry Meeting notes & RTP
- Progress monitoring notes
- Attendance and communication logs

6 IMPLEMENT SUPPORTS

- Counseling and social-emotional supports
- Academic supports (AIS, tutoring, interventions)
- Behavioral supports (BIP/check-ins if needed)
- Schedule adjustments (temporary if needed)

7 MONITORING & FOLLOW-UP

- Weekly check-ins for first 30 days
- Monitor attendance, behavior, and academics
- Collect teacher and student feedback
- Adjust supports based on student progress

8 ONGOING REVIEW (UP TO 90 DAYS)

- Continue progress monitoring
- Update RTP as needed
- Ensure student is thriving academically, socially, and emotionally

GOAL:

Successful reentry, continued engagement, and long-term success for every student.

LEGAL & REGULATORY FRAMEWORK

- NYS Education Law §3202 (Enrollment/ Residency)
- McKinney-Vento Homeless Assistance Act (Immediate Enrollment)
- IDEA & NYS Part 200 (Special Education Compliance)
- FERPA (Confidentiality of Student Records)
- OCFS Guidance (Students in Placement)
- SUNY Charter Schools Institute (Authorizer Expectations: Enrollment, Retention, Equity, Outcomes)