

## **6.4 STUDENT ENROLLMENTS, TRANSFERS, AND SEPARATIONS**

### **PURPOSE**

- P1. To establish a uniform system which enables centers to enroll new students and account for the transfer of students from one Job Corps center to another.
- P2. To establish criteria for the transfer of students between centers.
- P3. To establish a standard system which clearly defines the types of separation codes to be used for record keeping and data processing at the end of a student's enrollment in the program.

### **REQUIREMENTS**

#### **R1. *Enrollments***

Centers shall:

- a. Accept for enrollment all assigned new or transfer students who arrive at the designated arrival point or who report to the center. Students who depart for the assigned center on government-furnished transportation and do not reach the center, are not considered arrivals.
- b. Upon arrival, enroll the student by creating a student record in CIS in accordance with procedures in the CIS documentation. The enrollment date is the scheduled date of departure, provided that the student followed his or her travel itinerary. If the student intentionally changed the itinerary, the date of enrollment shall be the date of arrival on center.

#### **R2. *Transfers***

Centers shall:

- a. By mutual agreement with another center and with notification of the regional office, arrange for the transfer of a student, including travel arrangements, if the student meets one or more of the following conditions:
  - 1. Is interested and qualified for a training program not available at the current center.
  - 2. A change in environment or associations for the student will enhance the changes for graduation.
  - 3. Appeal of a disciplinary discharge is upheld and the regional director requests a transfer.
  - 4. Has medical needs that cannot be met at the current center, and facilities and services are available at another center.
- b. The transferring center remains accountable for the student until the day he or she arrives at the receiving center.

#### **R3. *Enrollment Extensions***

Center shall:

- a. Grant extensions of up to one additional calendar year of enrollment (not to exceed 3 calendar years total) to students enrolled in designated advanced programs (advanced career training or advanced training).
- b. Request regional office approval to extend a student's 2-year enrollment limit for up to 6 months for the student to qualify for graduation. Maintain documentation of approval in the student's personnel folder.

**R4. Separations**

- a. Centers shall establish an orderly system to process students separating from the Job Corps program which includes at a minimum:
  1. Update of all student accomplishments in the Center Information System (CIS), including attainment of GED and/or vocational completion.
  2. Documentation of the reasons for the student's separation approved by the center director or designee and included in the student's personnel file.
  3. Arrangements for transportation for the student to the appropriate destination.
  4. Notification of the parents/guardians of minor students regarding the student's separation status, date, and scheduled time of arrival home. Such notification must be documented.
  5. A system to provide separating students with originals of any credentials earned, documentation of accomplishments, and contact information for career transition specialists and support staff at the student's destination.
  6. Assignment of the student to a career transition service provider in the locale to which the student will return.
  7. Written notification to the student of name, location, and phone number of career transition service providers.
  8. Notification and transmission of student separation data to the Job Corps Data Center within 2 working days of the student's separation, in accordance with procedures in the CIS documentation.
  9. Verification and update of student address and alternate contacts.
- b. Each student's separation status and eligibility for Career Transition Services shall be determined automatically by the CIS based upon data entered regarding the student's accomplishments while enrolled, and in accordance with criteria shown in Section 4.2, Eligibility for Services.
- c. Centers shall enter separation codes for students in accordance with the following definitions and separation codes listed in the CIS documentation:
  1. Orderly separation – Student has separated as scheduled, and none of the following codes apply.
  2. Maximum benefits separation – Formal determination has been reached through the student performance evaluation process that the student has

- achieved as much benefit from the Job Corps program as his or her abilities will allow.
3. Resignation separation – Student freely decides to quit the Job Corps. Resignations must be accepted at any time a student requests unless he or she is pursuing it as a means of avoiding a disciplinary discharge. Students in AWOL status may not resign unless they return to center.
  4. Disciplinary separation – Student has committed a behavioral infraction or has an accumulation of behavioral infractions of such gravity that it disqualifies him or her from further enrollment in Job Corps.
  5. Medical separation – Student is no longer able to participate in Job Corps due to medical, dental, or mental health reasons. The student's medical condition must be documented, and a decision made to indicate whether or not the student is eligible for reinstatement, medical separation with reinstatement (MSWR), if the medical condition is resolved.
  6. Withdrawal of parental consent separation – The legally responsible parent/guardian withdraws permission/consent for enrollment of a minor student. The center must verify and document that the requesting parent has legal responsibility for the student.
  7. Death separation – Student dies while enrolled in Job Corps.
  8. Fraudulent enrollment separation – A determination has been reached, with the approval of the regional director or designee, that the student was ineligible for enrollment or that he or she became enrolled as the result of a significant screening error.
  9. A student is absent without leave for 6 consecutive training days, or 12 training days within a 180-day period. The effective date of separation is on the 6<sup>th</sup> or 12<sup>th</sup> day of absence, as applicable. Since the summer and winter break are considered non-training days, students in Absent Without Leave (AWOL) status at the onset of summer or winter break will not accrue additional AWOL days during the respective break. AWOL status will resume after the break.
  10. Withdraw HIPAA consent – If the student or parent/legal guardian of a minor student revokes the HIPAA consent.

#### **R5. Re-enrollments**

Centers shall effect reinstatements or re-establishments of students according to the following:

- a. Reinstatement shall be used to expedite the return to active participation of a student who was separated for medical reasons with reinstatement rights. Reinstatement is a resumption of the previous enrollment, not a new enrollment. Reinstatement is effective the date the student physically reports back to the center. To qualify a student must:

1. Provide documentation showing resolution of the medical condition and ability to participate in the program.
  2. Return within 180 days from separation date.
- b. Re-establishment, with or without pay, at the discretion of the regional office will be effective the date the student physically reports back to the center, documented in the student's personnel file and used for students who:
1. Receive disciplinary discharges that are overturned by the regional office.
  2. Are separated because of clerical errors.
  3. Are separated due to arrest for a felony or misdemeanor charge and are later exonerated.

**QUALITY INDICATOR**

- Q1. Student separation transactions are processed in a timely and accurate manner.