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MEMORANDUM NO. 2014-075

TO: School District Superintendents
School Principals

FROM: John Masters
Deputy Superintendent of Public Instruction

DATE: May 27, 2014

SUBJECT: House Enrolled Act No. 46, District Dropout Policy & Procedure

GUIDANCE ON COMPLYING WITH HOUSE ENROLLED ACT NO. 46

Consent Form for WCCA Recruitment Purposes Provided During Student Withdrawal

CHEYENNE - Regarding the impact of the House Enrolled Act No. 46 (HEA0046, effective March 4, 2014) on student dropout procedures, this memo provides guidance for districts complying with the new legislation.

Wyoming Statute [21-4-102](#) requires that a parent/guardian of any student under the age of eighteen (18) provide written consent to withdraw enrollment. The adoption of [HEA0046](#) requires that upon withdrawing a student, the parent/guardian be provided with consent paperwork that authorizes the district to release the student's name and address to the National Guard Youth Challenge Program (NGYCP), known in-state as the Wyoming Cowboy Challenge Academy (WCCA), for the purpose of recruitment into that program.

While it may be in the student's best interest to release information to WCCA, consenting to the release of his or her information to the WCCA is not required for the student's withdrawal. The Wyoming Department of Education (WDE) recommends that this be made clear to the parent/guardian when the form is provided. A sample consent form has been attached.

For more information on House Enrolled Act please contact Travis Hoff at 307-777-2053 or travis.hoff@wyo.gov

Consent to Release Student Information to the Wyoming Cowboy Challenge Academy

To: _____,
[Name and Position of School Official Releasing Educational Records]

Please provide information from the educational records of _____ to the Wyoming Cowboy Challenge Academy.
[Student name]

Signing this consent is not a condition to withdrawal of the student

The only student information that is to be released under this consent is: name, and address.
[[j1]

This consent for release of education records is for the purpose of recruitment into the Cowboy Challenge Academy, and any information released shall be used for no other purpose. This consent for release expires upon the student reaching the age of 18 years.

I understand that this information may be released orally or in the form of copies of written records. I have the right to inspect any written records released pursuant to this consent. I understand that I may revoke this consent upon providing written notice to [person listed as school official] or the person holding that position. I further understand that until consent is revoked this consent shall remain in effect and the educational records may be provided to the Cowboy Challenge Academy for the purpose of recruitment.

Student (if 18) or Parent/Guardian Name (print): _____

Student (if 18) Parent/Guardian Signature: _____

Student WISER ID: _____

Date: _____