



## Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

### MEMORANDUM

**TO:** School Administrators  
**FROM:** Tom Quinn  
Assistant Commissioner  
Division of Career Education  
**DATE:** August 19, 2009  
**SUBJECT:** Monthly Reporting of School Dropouts

A handwritten signature in black ink, appearing to read "T. Quinn", is placed over the "FROM:" field of the memorandum.

State law requires that public and nonpublic schools report dropouts to the state literacy hotline office. Section 167.275 RSMo requires the reporting of all students who drop out of school for any reason other than to attend another school, college or university, or enlist in the armed services. Amendments to Section 167.275 RSMo, adopted this year as part of Senate Bill 291, require that the Department make these reports available on our Web site on the first business day of each month. This information (without names) will be posted to the Department's Dropout Reporting page at: [www.dese.mo.gov/dropoutprevention/dop\\_reporting.htm](http://www.dese.mo.gov/dropoutprevention/dop_reporting.htm).

We try to contact dropouts as quickly as possible in order to share information about Adult Education and Literacy (AEL) classes in their area. Often, correspondence is returned because the individual is "no longer at this address" or "moved with no forwarding address." This is one reason why timely reporting by schools is important.

We plan to begin our mandatory reporting in September. To report dropouts, please complete and submit the form by following these steps:

- Visit the Web site at [www.ael.mo.gov](http://www.ael.mo.gov). Bookmark this site for future reference.
- Click on "Dropout Reporting Form (.xls)" and open.
- "Save" this form as an "Excel 97-2003 Worksheet" to your computer.
- At the end of each month, complete the fields below on the form. The form is protected, so the following fields are the only ones eligible for data entry:
  - Field D7 – *School District Name* (not the name of the high school)
  - Field D8 – *County/District Code*
  - Field F7 – *School Address*, this is a small cell. Continue typing your complete address. It will transfer to the database in the correct format.
  - Field I7 – *Contact Person*, this is a small cell. Continue typing the contact person's name. It will transfer to the database in the correct format.
  - Field I8 – *School Phone*, this is a small cell. Continue typing the complete phone number. It will transfer to the database in the correct format.
  - Fields B11-K23 – The student information is entered on the form in the appropriate columns. Make sure the student's address is correct and up to date.

Return the completed form by e-mail to [webreplyvaehotline@dese.mo.gov](mailto:webreplyvaehotline@dese.mo.gov). Please do not mail or fax the form. If you have any questions about this procedure, please contact the Adult Education and Literacy Office at (573) 751-1249 or submit your questions to the e-mail address above.