

**ARKANSAS DEPARTMENT OF EDUCATION
RULES AND REGULATIONS
DISTRIBUTING SELECTIVE SERVICE REGISTRATION FORMS
AND OBTAINING REASONS FOR STUDENTS DROPPING OUT OF SCHOOL**

1.00 REGULATORY AUTHORITY

1.01 These regulations shall be known as Arkansas Department of Education (ADE) Regulations governing distribution of selective service registration forms and obtaining reasons for students dropping out of school.

1.02 These regulations are enacted pursuant to the State Board of Education's authority under Act 229 of 1997 and Ark. Code Ann. 6-18-214 (Repl. 1993) as amended by Act 230 of 1997.

2.00 PURPOSE

2.01 It is the purpose of these regulations to set guidelines for school districts and local adult education programs to distribute selective service registration forms and to collect and maintain records of students leaving school without graduating.

3.00 REQUIRED RECORDS

3.01 School districts are required to keep records on students who leave school without completing requirements for high school graduation.

3.02 Records shall be maintained on a form, provided by the ADE, that includes the school site, date of birth, gender, racial or ethnic identification, any educational handicapping condition, and reason(s) for leaving school.

3.03 To the extent possible, the school district shall determine reasons for a student leaving school from the student or from the student's parent, guardian, or other responsible person.

3.04 The school district shall inform the student that any information obtained will be shared with the ADE and other governmental agencies, including the regional selective service agency.

3.05 Each school district in the state shall file a report on students leaving school without completing requirements for high school graduation as part of the official attendance report filed with the ADE for each quarterly period and shall keep such data on file as part of the basic attendance records in the district for a period of three (3) years.

3.06 Each local school district and each local adult education program shall provide registration forms to students required to register with the Selective Service System at least thirty (30) days before the student's eighteenth birthday.

3.07 The school district and the local adult education program shall provide appropriate instructions for returning completed registration forms to selective service personnel.

3.08 The superintendent of the local school district and the director/coordinator of the local adult education program shall designate a staff person to distribute selective service registration forms to students as provided in 3.06.