



Date: April 16, 2024

To: West Virginia Public Schools

From: West Virginia Department of Education, West Virginia State Treasurer's Office, and West Virginia Professional Charter School Board

RE: Addressing Hope Scholarship Students in WVEIS

The West Virginia Department of Education (WVDE), West Virginia State Treasurer's Office (WVSTO) and the West Virginia Professional Charter School Board* are issuing this joint guidance to all West Virginia public schools, including charter schools, to address confusion over how and when to appropriately withdraw, enroll, and track West Virginia Hope Scholarship students in the West Virginia Education Information System (WVEIS). This guidance is based on a shared interpretation of the provisions of the compulsory attendance exemption for West Virginia Hope Scholarship recipients contained in W. Va. Code §18-8-1(m).

Hope Scholarship students are **not** the same as traditional homeschool students who fall under the compulsory school attendance exemption contained in W. Va. Code §18-8-1(c). Different rules and regulations apply to Hope Scholarship students under exemption (m) as compared to traditional homeschool students who fall under exemption (c). Accordingly, the Hope Scholarship students should be handled differently in WVEIS.

W. Va. Code §18-8-1(m) requires submission of a Notice of Intent (NOI) to the superintendent of the county of residence of the Hope Scholarship student. As a reminder, the submission of an NOI for a Hope Scholarship student is a one-time requirement. Parents do NOT need to submit a new NOI annually but are advised to submit a new NOI if the student has a change in address or if the student is changing pathways under the Hope Scholarship Program between participating school and individualized instructional plan (IIP).

WVDE has added WDHOPE as a valid withdrawal code in WVEIS to help facilitate the withdrawal of Hope Scholarship students in the system.

The following information provides guidance for withdrawing, enrolling and tracking Hope Scholarship students in WVEIS:

* With respect to the introduction and sections 3 and 5a only.

1. For the general student population, when a NOI for Hope Scholarship is received at the County Board of Education, the student shall be withdrawn from the enrolled school with WDHOPÉ regardless of the chosen Hope Scholarship pathway (participating school versus IIP). The NOI is an official request to withdraw the student.

County boards of education need to closely review the school year indicated on the NOI. If the NOI indicates the student is participating in the Hope Scholarship program during the current school year, the student shall immediately be withdrawn upon receipt of the NOI. If the NOI indicates the student will be participating in the Hope Scholarship program during the subsequent school year, the student should be withdrawn upon conclusion of the current school year.

Please note that if a student is approved for the Hope Scholarship for the subsequent school year, they can elect to withdraw from public school for the remainder of the current school year under one of the other exemptions from compulsory attendance, such as exemptions (b) or (k) to attend nonpublic school or exemption (c) for traditional homeschool. The county board of education should utilize the appropriate withdraw code (either WD07 for nonpublic school or WD09 for homeschool) upon receipt of the necessary withdrawal documentation for the exemption being claimed for the remainder of the current school year.

2. For prospective Kindergarten students submitting an NOI for Hope Scholarship who do not yet have a WVEIS ID, the student must first be enrolled at the county of residence with HOPEID to obtain a valid WVEIS ID for the student, then immediately withdrawn with WDHOPÉ. **Please be sure to verify that the student does not already have a WVEIS ID before assigning a new one.** Students who have participated in universal Pre-K should already have a WVEIS ID and can be withdrawn with a WDHOPÉ like older students. Do not enter a HOPEID enrollment code for students who already have a WVEIS ID; simply withdraw those students with WDHOPÉ upon receiving an NOI. If the Pre-K student is not actively enrolled at the time that the NOI is received, it is not necessary to re-enroll them in WVEIS – simply begin tracking them in the WVEIS Hope Scholarship application.
3. For Hope Scholarship students who are attending a public charter school, parents should submit a copy of the NOI to **both** the Superintendent of the county of residence and to the public charter school where the student is actively enrolled. The NOI is the official request for the public charter school to withdraw the student in WVEIS.

The public charter school and the county board of education will need to closely review the school year indicated on the NOI. If the NOI indicates the student is participating in the Hope Scholarship program during the current school year, the charter school will immediately withdraw the student upon receipt of the NOI. If the NOI indicates the student will be participating in the Hope Scholarship program during the subsequent school year, the charter school will withdraw the student upon conclusion of the current school year. In either case, the charter school will withdraw the student with WDHOPÉ, regardless of the chosen Hope Scholarship pathway. Once the student is withdrawn, the county board of education is responsible to begin tracking the student in the WVEIS Hope Scholarship application.

Please note that if a student is approved for the Hope Scholarship for the subsequent school year, they can elect to withdraw from public charter school for the remainder of the current school year under one of the other exemptions from compulsory attendance, such as exemptions (b) or (k) to attend nonpublic school or exemption (c) for traditional homeschool. The public charter school should utilize the appropriate withdraw code (either WD07 for nonpublic school or WD09 for homeschool) to withdraw the student in WVEIS immediately upon receipt of the necessary withdrawal documentation for the exemption being claimed for the remainder of the current school year. For a withdraw to nonpublic school, the receipt of a records request from a nonpublic school is sufficient documentation to withdraw the student. For a withdraw to traditional homeschool, the parent shall send a traditional homeschool notice of intent under exemption (c) to their local county superintendent. Upon receipt of the traditional notice of intent, the county board of education shall notify the public charter school to withdraw the student using the WD09 code.

4. The use of the Hope Scholarship attribute check box in WVEIS is **optional** moving forward now that the WDHOPE withdraw code and the WVEIS Hope Scholarship application have been implemented. For those who wish to utilize the Hope attribute in WVEIS, the student must be actively enrolled to check the Hope attribute box. The Hope attribute box should be checked before the WDHOPE withdraw code is applied. In a situation where a county board of education wishes to apply the Hope attribute box to a student who earned their Hope eligibility by attending a public school outside of the county (ex: who attended a public charter school or who moved to a new county of residence), the county board of education may enroll the student using HOPEID, mark the Hope attribute box in WVEIS, and use the WDHOPE code using the same day in WVEIS. This will serve as an immediate enrollment and withdraw in WVEIS for the sole purpose of applying the Hope attribute.
5. For Hope Scholarship students participating in activities/courses at public schools, the following treatment should be utilized in WVEIS:
 - a) A Hope Scholarship student who wishes to participate in activities/courses at West Virginia public schools, including public charter schools, on a part-time basis will be enrolled in that school using the enrollment code of ENHOPE and an appropriate FTE for the amount of participation. This FTE will be used to help determine the amount of tuition and fees to be charged to the student for the services provided by the public school in accordance with W. Va. Code §18-31-8(f).

If a student was already participating in activities/courses at a public school and is withdrawn using WDHOPE but wishes to continue participation on a part-time basis, the school should immediately re-enroll the student using ENHOPE, record the appropriate FTE, and charge the student the appropriate tuition and fee amount.

- b) For a Hope Scholarship student participating in virtual or CTE courses where dual enrollment typically occurs, the Hope student should only be enrolled in the Vxx school (if used in the county) or the CTE center with ENHOPE and the appropriate FTE. Do **not** dual enroll the

student at the "School of Record." This treatment is ONLY appropriate for Hope Scholarship Students.

- c) Students who are enrolled with ENHOPE are excluded from the School Aid Funding calculation regardless of FTE in accordance with W. Va. Code §18-31-8(f).