

Enrollment Conference 101

TAC § 89.1605

Local Education Agencies must convene an enrollment conference with a student who is homeless or in foster care within the first two weeks of enrollment at a new school or within the first two weeks after the student is identified as homeless or in foster care when enrolling at a new school. The student's participation in the meeting should be addressed on a case-by-case basis. The convening cannot delay or impede enrollment.



The enrollment conference may be used in conjunction with an existing meeting that is designed for a similar purpose for newly enrolling students.

An **Enrollment Conference** is a student-centered meeting for a newly enrolled student designed to:

- » Identify academic and extracurricular interests.
- » Introduce school processes and opportunities for engagement.
- » Develop course and instructional strategies.
- » Review credits and assessment information.
- » Determine social-emotional support.
- » Communicate confidential information that may impact a student's success, if needed.



Key People to Consider Including:

- 🔑 School Administrators
- 🔑 McKinney-Vento Liaisons
- 🔑 Foster Care Liaisons
- 🔑 Counselors

Others to Include*:

LEA AND CAMPUS STAFF

- » Special Program Staff (e.g., Special Education, English Learner, Gifted and Talented, etc.)
- » Teachers
- » Social Workers
- » Dropout Prevention Specialist
- » Attendance/Truancy Officer

COMMUNITY SUPPORT

- » Parent or Guardian
- » Relative or Foster Placement Caregiver
- » Case Manager
- » DFPS Educational Decision Maker
- » CASA Volunteer

*Additional people may be invited, as needed.

**Discussion topics are required in TAC § 89.1605(b)(2) and should be adapted to meet the unique needs of each student.



Key Discussion Topics**:

- Student's interests, strengths, and previous successes
- Student's attendance, grades, credits, etc.
- Social, emotional, and behavioral supports
- LEA policies to support enrollment and withdrawal processes
- Communication preferences of parent/guardians or unaccompanied youth
- Post-secondary readiness