**Duplicate Student Resolution Process**

When a student is reported by more than one charter school or by APS and a charter school for the same reporting period, the following process has been approved by the PED to determine which school will claim the student on the reporting date.

Each school claiming the student was actively enrolled on their respective reporting day date (40D, 80D, 120D, etc.) will provide enrollment and withdrawal dates for the student in question and may be requested to produce appropriate written documentation such as enrollment, withdrawal, and/or transfer forms. Attendance and grade reports for the specific time period may be requested as well.

Upon review of the above information, working collaboratively with the disputing school administrators, the APS STARS Manager will determine which school had the student enrolled for the most number of days in the reporting period. The school that had the student for the most days in the reporting period will report the child at their site. In the unlikely event of a tie, the charter school will claim the student, or if the dispute is between two charters, the school administrators will reach an agreement or the school with the lowest enrollment will claim the child.