

COMMONWEALTH OF VIRGINIA  
**WORKFORCE INVESTMENT ACT**  
VIRGINIA EMPLOYMENT COMMISSION

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**FIELD GUIDANCE MEMORANDUM #02-02**

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**TO:** LOCAL WORKFORCE INVESTMENT BOARDS  
**FROM:** WIA UNIT  
**SUBJECT:** CLARIFICATION OF THE TERM “SCHOOL DROPOUT”  
**DATE:** JANUARY 10, 2002

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We have received several requests for clarification of the definition of “school dropout.” The purpose of this memo is to provide the clarification necessary to ensure that the term is used appropriately.

WIA Policy 00-5, “Youth Programs under Title I of the Workforce Investment Act,” defines a school dropout as an individual who is no longer attending any school and who has not received a school diploma or its recognized equivalent. [WIA Section 101(39)]

According to the Code of Virginia, a child who is under the age of eighteen must either attend school or receive an excuse from attendance at school from the local school board.

For WIA purposes, any youth under the age of eighteen will not be considered a school dropout until that youth is excused from the attendance requirements outlined in the Code of Virginia.