

Withdrawals

Students/parents shall notify their teacher(s) and/or principal when it is known that they will be withdrawing from school.

When a school requests records for a student, the school secretary will withdrawal the student from our student management system and will print out a withdrawal form to be placed in the permanent record.

Each teacher will record on the withdrawal form, grade sheet, and permanent record the grade attained as of the date of withdrawal.

The principal will ensure that all information is completed on a student's record before a transcript is sent to another school.

For elementary schools, the school secretary will send the transcript to the Central Services Materials Clerk, who will make a copy of the transcript and forward it to the requesting school. At the high school level, the school secretary will make a copy of the transcript and forward it to the requesting school.

Dues and/or other money collected for workbooks and other materials will be returned if the student withdraws within the first 30 school days, provided the school system does not take a loss because of the refund. After the first 30 days no money will be refunded.