



Sol Aureus College Preparatory

A Tuition-Free Charter School Serving K-8 Grades

Official Withdrawal Request Form

- 1. For withdrawals during the school year:** The withdrawal process at Sol Aureus College Preparatory is completed at the school main office. Sol Aureus College Preparatory requires 24 hours to complete the withdrawal from the time you make the request. However, this process can take longer if the student has outstanding fees or school equipment. Upon the request, the student is to return all his/her textbooks, library books, or any other school provided supplies or equipment. Failure to return to the school may delay the process.
- 2. For withdrawal during the summer months:** You may drop off, mail, e-mail, or fax your request to the school directly. The school staff will notify you when your records/ transcripts are available.

To begin the withdraw, the Parent/Legal Guardian must:

- Present a photo identification card
- Generally, the parent/legal guardian who enrolled the student may withdraw the student.
- Sol Aureus College Preparatory **MUST** know the name of the school your student will be transferring. If the school is outside of California, the school needs to know the name of the state.

Date of Request: _____

Student's Name

Grade

DOB

Please indicate reason for withdrawal:

- | | |
|--|--|
| <input type="checkbox"/> We have moved to a Public-School District | <input type="checkbox"/> We have moved to another school district |
| <input type="checkbox"/> We are moving out of the state | <input type="checkbox"/> We are moving to another country |
| <input type="checkbox"/> I will be homeschooling my child | <input type="checkbox"/> My child will be attending another charter school |
| <input type="checkbox"/> My child will be attending a private school | <input type="checkbox"/> Other: _____ |

Please indicate the new school information:

School Name: _____

School District: _____

Parent/Legal Guardian Signature: _____ Date: _____

FOR SCHOOL USE ONLY:

Request delayed: Owe textbook (s) Outstanding lunch balance School equipment
 Library/teachers book

Request Approved & Completed on: _____ School Staff: _____