



COLORADO
Early Colleges
— Colorado Springs —

Withdrawal Process

Checklist

- Fill out a withdrawal document online at https://coloradosprings.coloradoearlycolleges.org/forms/withdrawal_notification/
- Return all books and materials to your teachers.
- Return school ID to Dean of Campus Culture.
- Pay all fees to Kristi Bentley in Room 415.
- Homeschoolers or college-bound students: Complete the Educational Plan After Withdrawing form on the Registrar & Records page and return it to CSEC.

- Have your new school send enrollment verification and/or a records request to:
Colorado Springs Early Colleges, Attn: Registrar - Fax: 719-260-1253

or mail to: Colorado Springs Early Colleges

 Attn: Admissions Department

 4405 North Chestnut, Suite D

 Colorado Springs, CO 80907

What you can expect from CSEC:

You will be withdrawn within 24 hours after the withdrawal form is received in the Admissions office.

All Records Requests must be made through Parchment.

1. Follow the instructions found at [csec914.org/Students & Parents/Registrar & Records/Transcripts](https://csec914.org/Students%20&%20Parents/Registrar%20&%20Records/Transcripts).