



PORTLAND
VILLAGE
SCHOOL
a public charter school

Portland Village School Withdrawal Form

****Please note that without this form signed and dated, Portland Village School cannot release your child's records or information to another school.****

I, the custodial parent/guardian of _____, wish to withdraw my student from Portland Village School for the following reasons: _____

The next school or region my student will be attending is _____.
My child's last day will be _____.

I am aware that all information provided by me on the Portland Village School Exit form is confidential and is treated by Portland Village School Staff as such. I am also aware that if I want to enroll my student at Portland Village School at a later date, I will need to follow the outlined admissions procedures.

Parent/Guardian Name

Parent/Guardian Signature

Date

-----The below portion is for Office Staff to fill out only-----

- _____ Date form was turned in
- _____ Date released from Synergy
- _____ Email sent to Admissions Coordinator
- _____ Email sent to Lunch Faeries
- _____ Records Request received
- _____ Records sent to next school
- _____ Archive filed