

Notice of Intent to Withdraw Student

Today's Date: _____

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Reason for Withdrawal: _____

Cell Phone 1: _____ Cell Phone 2: _____

New Mailing Address: _____

Name/Address of New School: _____

Student's Last Day: _____

Parent Signature/Date: _____

- **Per the State Superintendent of Public Instruction, the Parent/Guardian must provide official written documentation that a student has transferred to another school or to an educational program that culminates in the award of a regular high school diploma. Examples include:**
 - A request for student records from a receiving public or private school or and educational program as stated above.
 - A written record of a response from an official in the receiving school or program acknowledging the student's enrollment.
 - PCS Orders; if leaving the country
- **Students must return all school owned property (books, locks, instruments, etc) on or prior to their last day. Grades will not be released or forwarded to new school until all school property is returned or paid for.**

School use only

ID verified by: _____ Position: _____