

Student Withdrawal Form

STUDENT INFORMATION

Student's Name: _____ Grade: _____ Student ID#: _____
Date: _____ Campus: _____

KNOWN FORWARDING ADDRESS

Address: _____ Cell Phone #: _____ (Student)
City, State: _____ Cell Phone #: _____ (Parent/Guardian)
Home Phone #: _____ Alternate Phone #: _____ (Emergency)

Email: _____ (Parent)

Email: _____ (Student)

Social Networking: (myspace/facebook, etc.) _____
(Optional)

Per Texas state law, TEC 25.085 Compulsory Attendance, a student who has been voluntarily enrolled in school shall attend school each school day for the entire period the program of instruction is provided.

_____ (Initial Here) **Disclaimer:** I acknowledge that the above student must be enrolled within 10 days from the withdrawal date. If the above student is not enrolled within 10 days, I am aware that district truancy charges may be filed.

Reason for withdrawal: _____

Name/Location of new school: _____

Signature: _____

Office Use Only

Comments:

Cohort: [Cohort Yr]

1. Obtain Grades
2. Print out w/d transfer record - iTCCS
3. Sign w/d transfer record - iTCCS
4. Provide copy of w/d transfer record to student
5. Staple Checkout Procedures to original student w/d form
6. Place original in student file

Withdrawal Code

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Leaver Code

REGISTRAR SIGNATURE: _____ DATE: _____

ADMINISTRATOR SIGNATURE: _____ DATE: _____

To be Completed by Parent