

## Withdrawal Process

1. Parents must give the office at least 24 hours notice before withdrawing a student. Please contact Mrs. White, ext. 412 to inform her of the withdrawal.
2. Mrs. White will fill out the withdrawal form which you will need to sign before the withdrawal is official.
4. Your child will take his/her withdrawal form to each class during the day to notify the teachers of the withdrawal.
5. **Your child must turn in all books and pay all fines before their withdrawal.**
6. Your child must also clean out his/her locker.
7. You will receive a copy of the withdrawal form along with other important withdrawal papers.
8. If your child leaves our school without officially withdrawing, there will be a delay when you try to enroll in another school.
9. Please contact Amy White, Powerschool Data Manager at ext. 412 if you have any questions.