

Centerville City Schools
STUDENT WITHDRAWAL FORM

Rev. 02/2018

Please Print:

Student Name: _____ Student ID: _____

Building: _____ Date of Birth: _____ Grade: _____

New Home Address: _____

New School/District Attending: _____

All school materials/equipment/textbooks are to be returned and all outstanding fees paid before student records will be released to the new institution.

NOTE: Per Ohio Revised Code 3321.13(B)(1) and Centerville City Schools Board Policy 5130, if a release of records is not received from the child’s new school within 14 days of the date of this withdrawal form, truancy charges may be filed.

Date of Withdrawal (last day student is enrolled/attended Centerville City Schools)

Date

REASON FOR WITHDRAWAL and REQUIRED SUPPORTING DOCUMENTATION

To be completed by School Personnel (circle one reason and attach supporting documentation noted)

Code	Reason	Documentation Needed (in addition to this signed form)
36	Withdrew from Preschool	Note from parent-or- ETR indicating did not qualify
37	Withdrew from Kindergarten	Note from parent/school personnel that child will wait another year/is not ready for kindergarten
40	Transferred to Another District outside Ohio	<ul style="list-style-type: none"> Withdrawal form signed by parent/guardian/ caseworker/etc. that includes last date attended and name of new district/school –and/or- Records request from the new district/school with the date enrolled –and/or- Notification from another ODE system that the student has enrolled in another Ohio district
41	Transferred to Another Ohio school district	
42	Transferred to a private school	
46	Transferred out of the United States	
43	Transferred to Home Schooling	Intent to Home School form on file with Student Services department, per Board Policy 9270 and State Department of Education requirements. Must be resubmitted annually.
45	Transferred by Court Order/Adjudication	Copy of court order (does not apply to placement in DYS)
48	Expelled	<ul style="list-style-type: none"> Copies of notices that are required to be sent to parent/guardian –and- Copies of supporting discipline reports
51	Verified medical reason	Signed document from a health professional
52	Death	Documentation from family, copies of dated obituaries, death notices or funeral cards
72	Pursued employment/work permit	Copy of the work permit signed by the Centerville Superintendent; not applicable for GED
73	Over 18 years of age	Signed w/d form along with proof of student’s age; can be used for GED if over 18
74	Moved; not known to be continuing	Steps taken to determine no longer resident, including notes from truancy officer, returned mail with no forwarding address, returned registered letter
75	Completed course requirements	Copy of transcripts and/or test scores Copy of IEP (if applicable)
79	No longer eligible to be enrolled	Proof of ineligibility, such as residency investigation, end of superintendent’s agreement, etc.; can be used for GED if documented
99	Completed high school requirements	Copy of transcripts and/or test scores Copy of IEP (if applicable)

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date Signed

School Official Name/Title (Please Print)

School Official Signature

Date Signed

Original: EMIS Coordinator (unless HS student, then copy);

Copies: Transportation, School File (unless HS student, then original)