

WITHDRAWAL CHECKLIST

Name:	DOB:	Grade:
School:	Previous District:	

<input type="checkbox"/>	Submit a "Drop Student" LRE to Leigh Townsend (leigh.townsend@rcsd.ms).
<input type="checkbox"/>	Contact ShaTerria Warren (sha205@rcsd.ms) with the above student information
<input type="checkbox"/>	If the receiving school sends a request for records to you (or your school), please immediately forward to ShaTerria Warren (sha205@rcsd.ms).
<input type="checkbox"/>	Remove all documents from the blue folder and place in manila folder with the student's name.
<input type="checkbox"/>	Give manila folder to your school's case manager.

**KEEP AND RECYCLE BLUE FOLDERS FOR INCOMING STUDENTS*