

THIS FORM SHOULD ONLY BE USED AFTER A STUDENT HAS BEEN ACCEPTED OR ENROLLED

Catholic High School

Student Withdrawal Form

In order for a student to withdraw from Catholic High School, a parent or guardian must complete this form. All outstanding fees are payable at the time of withdrawal. If the student is in possession of school property, such as library books, Chromebook/charger or athletic uniforms, the student's transcript and immunization records will be held until all obligations (including financial) are satisfied. When the student's record is clear, current grades and records will be forwarded to the new school.

To be completed by a parent requesting that records be sent to the new school that the student will be attending. Academic, health, and discipline records will be sent.

Student Name: _____

Last Completed Grade: _____ Date of student's last attendance at CHS: _____
Date of withdrawal _____

New School: _____

New School Address: _____

Reason for transfer:

Check all appropriate boxes and sign on the bottom line.

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Athletic | <input type="checkbox"/> Program |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Discipline | <input type="checkbox"/> Commute |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Health | <input type="checkbox"/> Other (Please explain below) |

I understand that by signing below I am formally withdrawing my child from Catholic High School and that his/her school records (academic, health, and discipline) will be sent to the new school that I have listed on this form. I understand that, in accordance with the terms of our contract, CHS has the right not to release information on my child until my financial obligations are fulfilled.

Signature _____
(Parent/Guardian) (Date)