



TC Virtual Academy Withdrawal Request Form

Withdrawal Process: Due to the attendance grading system of TC Virtual Academy, the withdrawal process could take a minimum of 5 business days.

TCUSD STUDENTS WITHIN TCUSD BOUNDARIES:

For TCUSD withdrawal/transfers: A withdrawal form must be submitted a minimum 5 days prior to the dates below.

SECONDARY STUDENTS: Students can withdraw at SEMESTER ONLY unless pre-approved by principal of both TC Virtual Academy and receiving secondary school.

ELEMENTARY STUDENTS: Students can withdraw following WINTER BREAK ONLY unless pre-approved by principal of TC Virtual Academy and receiving elementary school.

TCUSD STUDENTS ON PERMIT or STUDENTS LEAVING DISTRICT:

MID-YEAR SECONDARY STUDENT withdrawals/transfers: Please contact your counselor IN ADDITION to submitting withdrawal form. They will discuss the impacts on transferring grades/courses and inform you it will be up to the receiving school whether they can or will accept these transfer grades for credit.

2022-23 Secondary School Grading Periods END OF SEMESTER: Students can transfer with transcript grades 5 days post end of grading period. Student withdrawing MID-quarter/semester will ONLY receive transfer grades.

Quarter 1 end date:

Quarter 2 end date:

Semester I end date:

Quarter 3 end date:

Semester II/Quarter 4 end date: 6/10/2023

MID-YEAR Elementary School Grading Period: Students who withdraw/transfer BEFORE the end of a grading term will only receive grades for prior term.

Trimester 1:

Trimester 2:

Trimester 3:

STUDENTS RETURNING TO THEIR NEIGHBORHOOD SCHOOL FOR THE 2023-24

You will need to submit a withdrawal form with WITHDRAWAL DATE/LAST DAY OF ATTENDANCE AS: 6/09/2023 (this is our last school day). If this is not done, you will be scheduled at TC Virtual Academy and your neighborhood school will NOT be able to 'pick you up' to enroll you. You will have to withdraw the start of next school year which will delay the enrollment process.

5/26/2023: Deadline to submit withdrawal form for a TC Virtual Academy student returning to neighborhood school 2023-24 school year.

*ALL WITHDRAWING STUDENTS MUST have the Master Agreement completed in Aeries Parent Portal. If you do not have an Aeries Parent Portal account, contact Irene Perez iperez@tcusd.net for assistance.

Please note: ANY missing fields or INCORRECT information can delay the process. Check email after submission. AN OFFICIAL WITHDRAWAL FORM WILL BE EMAILED FOR DIGITAL SIGNATURE. *If you wish to enroll at TC Virtual Academy in the future, you will need to re-apply and go through the enrollment process and space availability.

FORM NEEDED TO CREATE FOR WITHDRAWAL

Email *

Your email

STUDENTS Full Legal Name *

Your answer

Grade Level *

Choose

Next School of enrollment. (Out of district, out of state schools require full mailing address, registrar/records clerk phone/email address. Required for records transfer. *

Your answer

Next School of enrollment clerk email address. This is to let that school know you are officially dropped and what date they can enroll your student. *

Your answer

Withdrawal date/Last day ATTENDING TC Virtual Academy. *IMPORTANT NOTE: Students can enroll at their next school the day AFTER withdrawal date. Students are UNABLE to withdraw from one school and enroll at next school with the same DATE. *

Date

If you wish to attend TC Virtual Academy in the future, you will need to re-apply and go through the application process. Acceptance is based on space availability per grade level. *

By checking this box I understand I would need to re-apply if I wish to attend TC Virtual Academy after I withdraw.