



PreK-8 Withdrawal and Release of Student Records

Today's Date: _____

Please complete and return this form to your student's school of attendance.

Student Name:	Grade:	Date of Birth:	LAST Date of Attendance:
Student's New/Forwarding Address:	City:	State:	Zip:
Reason for withdrawal:			

Please Check School

Westlake Elementary (PreK-4) 27555 Center Ridge Rd 440-250-1200	Dover Intermediate (5-6) 2240 Dover Center Rd 440-835-5494	<input type="checkbox"/> Lee Burneson Middle (7-8) 2260 Dover Center Rd 440-835-6340
--	---	---

Please send my student's cumulative records as listed below:

- Official Administrative Records/Official Transcripts
- Grades at withdrawal
- Health/immunization records
- Discipline record
- Testing results/score reports (i.e. Standardized Group Achievement and Ability Test Scores, Proficiency Test Results, Third Grade Reading Guarantee, Kindergarten, etc.) (if applicable)

In addition to sending my student's cumulative records, please also include any:

<input type="checkbox"/> ESL/LEP	<input type="checkbox"/> Gifted	<input type="checkbox"/> Special Ed	<input type="checkbox"/> 504
----------------------------------	---------------------------------	-------------------------------------	------------------------------

New School Attending: (Must be completed for records to be sent)

District Name:			
School Name:			
School Address:			
School City, State & Zip:			
School Phone Number: (include area code)		School Fax Number: (include area code)	

By signing below, I am formally withdrawing this student from Westlake City Schools and giving permission to send the student records to the new school listed on this form.

Parent/Guardian Name (Please PRINT):	Parent/Guardian Signature:	Date:

FOR STAFF USE ONLY:

Date Withdrawal Received:	Date Paperwork Sent:	Initials of Processor: