

# ADMINISTRATIVE REGULATION

No. 506

## Board of Trustees Douglas County School District

## STUDENTS

### **WITHDRAWAL PROCEDURE FOR STUDENTS WHO PLAN TO TERMINATE THEIR EDUCATIONAL PROGRAM AT AGE 18 OR OLDER**

When the school is notified or becomes aware of a student's desire to withdraw from school, the student will be contacted by the site administrator or his designee (school counselor).

At least one conference will be held with the student to provide the following services and information:

1. School counseling services
2. Other alternative sources of education
  - a. High school equivalency programs
  - b. Alternative education programs
3. Career information
4. Other information desired by the student

The parents or guardians of every student desiring to withdraw will also be involved in this conference process.

The attached [form](#) will be used and placed in the student's file to verify the District's efforts to meet the student's immediate and future educational/career needs.

See Policy related to this Administrative Regulation

Date Adopted: 12/81  
8/10/10  
9/14/10