



STUDENT WITHDRAWAL CHECKLIST

Evanston/Skokie School District 65
1500 McDaniel, Evanston, IL 60201
847-859-8065

Every Child, Every Day, Whatever it Takes

Student's Name: _____ Birth date: ____ / ____ / ____
School: _____ Grade: _____
Last day of attendance: ____ / ____ / ____

Appropriate documentation is required to withdraw a student. The withdrawal code is based on the documentation provided and the reason given for the withdrawal. **Only a parent, guardian, custodian, or step-parent who lives with a child can withdraw a student.** Do not provide confidential student information to adults listed in the student management system as emergency contact.

All withdrawal documents must be sent to the Student Assignment, Registration, and Records Department promptly, within two (2) days of the withdrawal date.

Withdraw documents include:

- ❖ Withdrawal Checklist- principal's signature needed
- ❖ Written notification from the parent
- ❖ ISBE - principal's signature needed
- ❖ Notification of Records Destruction - parent signature needed
- ❖ Ask the parent to complete the consent to release records if they are transferring to another school.

For additional information, please see the district's Student Handbook [here](#).

Please complete the withdrawal checklist below:

- _____ Written notification from parent, guardian, custodian, or step-parent who lives with a child.
- _____ Completed the ISBE [Student Transfer Form](#) (This does not apply to early childhood programs).
- _____ Signed **Notification of Records Destruction** form.
- _____ Consent to Release Records Form (with complete address for where to send records) or a request from another school's record custodian signed by the parent.
- Or*
- _____ Signed statement indicating the child will be home-schooled or the ROE's home-schooling registration form, or signed document from District 65 Custodian of Records stating that the child no longer lives within the district.
- _____ The **homeroom teacher shall review the student record** and remove and destroy all materials and information that is not verified or does not have clear relevance to the education of the student.
- _____ When the student has a special education file, the **case manager shall review the file** to ensure the file is complete and that duplicates are removed.
- _____ The principal shall **ensure all technology has been returned**.
- _____ The **principal shall review the student record**, including the health and special education files, to verify entries and eliminate or correct all out-of-date, misleading, inaccurate, or unnecessary information.

Principal's Name

Principal's Signature

Date