

# REQUEST FOR WITHDRAWAL

A Request for Withdrawal form must be completed for students seeking to withdraw. For withdrawals during the school year, the withdrawal process can require up to one (1) business day from the time you make the withdrawal request to its completion. To expedite the completion of this request, the student(s) is/are to return all textbooks, library books, athletic uniforms and/or any other school provided supplies or equipment. Failure to return school property may delay the process.

**Only the parent /legal guardian who enrolled the student(s) may withdraw them. Verification of parent/guardian driver's license or other state issued ID will be required to begin the withdrawal process.**

## STUDENT INFORMATION

DATE OF REQUEST: \_\_\_\_\_ LAST DAY OF ENROLLMENT: \_\_\_\_\_

STUDENT ID #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ CURRENT GRADE: \_\_\_\_\_

STUDENT'S FULL NAME: \_\_\_\_\_

STUDENT'S NEW ADDRESS: \_\_\_\_\_

## WITHDRAWAL REASON

I have moved to new FC school zone. School Name and Location: \_\_\_\_\_

I am moving out of state. School Name and Location: \_\_\_\_\_

I will be homeschooling my child. Program Name if Applicable: \_\_\_\_\_

My child will be attending a GED program. Program Name if Applicable: \_\_\_\_\_

I have moved to another school district. School Name and Location: \_\_\_\_\_

I am transferring my child to their zoned school. School Name and Location: \_\_\_\_\_

My child will be attending a private school. School Name and Location: \_\_\_\_\_

My child will be attending a charter/virtual/magnet school:

## AUTHORIZED SIGNATURE

Administrative Withdrawal:

Non-attendance

Other: \_\_\_\_\_

School Official Name: \_\_\_\_\_

NAME PARENT/LEGAL GUARDIAN: \_\_\_\_\_

PARENT/LEGAL GUARDIAN SIGNATURE: \_\_\_\_\_