

Withdraw and Transfer Procedure

We understand that moving can be a stressful time so it is our goal to help make the transition as seamless as possible. This step by step guide should help ensure that leaving Libertyville High School and beginning your new school will go without a hitch.

If you have any questions or concerns, please do not hesitate to give us a call. We will do our best to work with you through this transition, and we are sorry to see you go. Best wishes in the future!

Steps to Withdraw

1. **Inform your Learning Support Team (LST)** that you will be withdrawing from school.
2. **Request a Withdrawal Form from the Registrar (847-327-7022).** You will submit the signed form once you've returned the following items:
3. **Returns-**
 - a. Chromebook- Return your Chromebook and charger to room 160. If you do not bring it in, the Chromebook will be disabled and you will be charged a prorated fee. Please contact our Information Technology Department at 847-327-7401 with any questions.
 - b. Textbooks- Return any textbooks to room 1103. You will receive a fine for any missing or damaged textbooks. Please contact Sherri Cote at 847-327-7007 with any questions.
 - c. Athletic Uniforms and Equipment- Return any uniform or athletic equipment to your coach or Athletic Department. You will receive an invoice for any missing uniforms or equipment . Please contact Kim Kirk at 847-327-7065 with any questions.
 - d. Library materials- Return any library materials and pay any balance or late fees. You will be charged for any library materials not returned. Please contact Mrs. Aubin (847-327-7048) or Mrs. Wiggins (847-327-7049) with any questions.
4. **Pay any outstanding balances**
 - a. Cafeteria- Go to the cafeteria and pay any balance.
 - b. Student Accounts- Log into your LHS webstore account to pay any outstanding fees (see Student Fees). For assistance, contact Mrs. Wolfe (847-327-7015) in room 117.
5. **Finalize your withdrawal** by meeting with the Registrar, Mrs. Lentz, in room 152E. A parent/guardian will be asked to sign the records release and withdrawal forms. If you are transferring to a school within the state of Illinois, Mrs. Lentz will complete the 33-78 Student Transfer Form on your behalf.

Official transcripts will not be forwarded until all of the above obligations have been met.

Withdraw as a December Graduate

Congratulations on your pending graduation! You have worked hard and are in the process of meeting your graduation requirements early! Way to go! We hope you have exciting plans for the spring semester and we hope to see you come back for graduation in May!

Before you go, please follow these steps to complete the withdrawal process. We recommend that you begin this process the first week of December and finalize your withdrawal with the Registrar after your last final.

Steps to Withdraw as a December Graduate

1. **Inform your Learning Support Team (LST)** that you will be withdrawing from school.
2. **Set up a Withdraw appointment with the Registrar, Mrs. Lentz** (847-327-7022). Prior to this appointment please take care of the following items:
3. **Returns-**
 - a. Chromebook- Return your Chromebook and charger to room 160. If you do not bring it in, the Chromebook will be disabled and you will be a prorated fee.
 - b. Textbooks- Return any textbooks to room 1103. You will receive a fine for any missing or damaged textbooks.
 - c. Athletic Uniforms and Equipment- Return any uniform or athletic equipment to your coach or Athletic Department. You will receive an invoice for any missing uniforms or equipment.
 - d. Library materials- Return any library materials and pay any balance or late fees. You will be charged for any library materials not returned. Please contact Mrs. Aubin (847-327-7048) or Mrs. Wiggins (847-327-7049) with any questions.
4. **Pay any outstanding balances**
 - a. Cafeteria- Go to the cafeteria and pay any balance.
 - b. Student Accounts- Log into your LHS webstore account to pay any outstanding fees (see Student Fees). For assistance, contact Mrs. Wolfe (847-327-7015) in room 117.
5. **Inform the Main Office (847-327-7000) of your plans to participate in graduation and the senior party-** Stop by the main office and let us know if you plan to participate in either the graduation ceremony and/or the senior party. We will keep you on our mailing list and look forward to seeing you in May!
6. **Finalize your withdrawal** by meeting with the Registrar, Mrs. Lentz, in room 152 to sign the records release and withdrawal forms. This should be done after your last final.

Official transcripts will not be forwarded until all of the above obligations have been met.