

# Student Withdrawal

## Do you need to withdraw your student from Creek View Elementary?

1. Please email your teacher and call our front desk at 470-254-2932 to let us know that you are withdrawing your student.
2. The front desk staff will ask you to sign the Withdrawal Request Signature form that we will place in your parent portal account. Only the parent that enrolled the student can withdraw the student and sign the withdrawal form. Your student will not be withdrawn until this form has been signed.
3. On the form please include the last day of enrollment and complete the section for the reason of their withdrawal.
4. You are encouraged to call us well in advance of the withdrawal date. Please do not wait until their last day of school to inform us that they are withdrawing.
5. Please make sure your student has returned all school property, including library books, and cleared their lunch account prior to the withdrawal date.