

OFFICIAL STUDENT WITHDRAWAL NOTIFICATION

TODAY'S DATE: _____ STUDENT NAME: _____

CURRENT GRADE: _____ PARENT NAME: _____

ADDRESS: _____

PHONE: _____ LAST DAY OF ATTENDANCE: _____

PARENT SIGNATURE: _____

Reason for withdrawal (check all that apply):

- ☐ Academic Progress
- ☐ Attendance Related
- ☐ Financial
- ☐ Another school's academic offering
- ☐ Another school's community (social)
- ☐ Another school's athletic/activity offering
- ☐ Another reason not specified above, please add here _____

The withdrawal process takes approximately one week to complete. Failure to complete the items #1-3 can delay the process.

NOTE: Signing this form provides permission for AHA to release student records. Please refer to the Student Handbook for the tuition reimbursement policy.

Please clear all the items below:

1. Return all school materials, or they will be charged to your financial account, e.g. books, calculators, team uniforms. These items can be returned to Emma Fowler, Registrar, Room #3241, 612.798.2626.
2. Return your laptop to the Helpdesk, room 3483. There is a significant charge for not completing this step. Failing to turn in your computer may also delay the withdrawal process and affect other record processes.
3. The cost of any uncollected materials will be added to the student and family financial account in cooperation with the Finance Department.
4. All student and family financial accounts need to be paid, e.g. tuition, and print card. These can be paid to the Business Office directly at AHA, Room # 2224. Final financial obligations (e.g., book fines, athletic fees or any unpaid fee) will be conveyed via a letter to the family approximately 2-3 weeks after withdrawal.

Guidance Use Only:

Date Form Received: _____

Official

Date of Withdraw: _____

February 2025