

Students	Section J:		
	Knox County Board of Education		
	Descriptor Term:	Descriptor Code:	Issued:
	Withdrawals	J-160	7/95
	Reviewed:	Revised:	
	10/23	6/08	

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Students shall notify their teacher(s) and/or principal when it is known that they will be withdrawing from school.

If a student drops a class or withdraws from school during a grading period, each teacher will record on the withdrawal form, grade sheet, and permanent record the grade letter and/or numerical equivalent attained as of the date of withdrawal.

The principal or designee shall ensure that all information is completed on a student's record before a transcript is sent to another school.