

Family Empowerment Scholarship (FES) Withdrawal Form

The school is responsible for completing the **Family Empowerment Scholarship (FES) Withdrawal Form** upon the request of the student's parent or guardian to initiate the withdrawal process. The parent or guardian must then submit the signed completed form to the scholarship funding organization before any scholarship funds can be disbursed.

To create an FES Withdrawal:

1. Go to the Forms tab.
2. Select Collier FES Withdrawal Form.
3. Choose the student from the Name drop-down.
4. FLEID# and DOB will auto-populate.
5. Select the Withdrawal Date.
6. Select the appropriate Withdrawal Code:
 - W04 = Private School Transfer
 - W24 = Home Education
7. Click "Click to Sign" in the Administrator Signature field.

The screenshot shows the 'Forms' tab selected in the top navigation bar. Below it, a list of forms is displayed. The 'Collier: FES Withdrawal Form' is highlighted with a red box.

The screenshot shows a signature field with a 'Click to Sign' button. Below the signature line, it says 'School District or Charter School Administrator Signature'. To the right, there is a date field with '08/26/2025' entered.

8. Authenticate using your CCPS network credentials.
Note: If you already have a signature on file, it will automatically populate in the signature field after you authenticate.
9. Sign in the signature box if there is no signature on file.
10. Click the blue Sign button when finished.

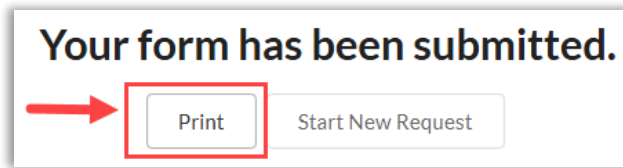
The screenshot shows an authentication window with fields for 'Username' and 'Password', and an 'Authenticate' button. Below the fields, it says 'Please authenticate before signing'. At the bottom, there are three buttons: 'Cancel' (red), 'Clear' (blue), and 'Sign' (blue).

11. The window will close, and the signature will show as pending until the form is submitted.
12. Click Submit Request when you're done. (All required fields must be completed.)

The screenshot shows the completed FES Withdrawal Form. It includes a 'Pending Save (click to clear)' button at the top. The signature field shows 'Sheryl Lafayette Priester' and the date field shows '08/26/2025'. Below the signature, it says 'School District or Charter School Administrator Name'. To the right, there is a title field with 'Trainer, Technology' entered. At the bottom, there are three buttons: 'Start New Draft' (red), 'Save Draft' (green), and 'Submit Request' (blue, highlighted with a red box). There is also a 'Print' button on the far right.

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13. A confirmation page will appear.
14. Click Print to print a copy of the completed withdrawal form.



After Submission:

10. Provide a copy to the parent if requested.
11. Send the original as loose paperwork to Records (Category A) for DocVault imaging.
12. Proceed with regular withdrawal procedures to withdraw the student in FOCUS.

CCPS Collier County Public Schools

Withdrawal Form for Students Entering K-12 Scholarship Programs

A school district or charter school shall, at the request of a student's parent or guardian, complete this form if the student was enrolled in the district or charter school in the prior school year or is enrolled in the current school year. The parent or guardian shall submit the completed form to the scholarship funding organization prior to scholarship funding.

Parent Request for Withdrawal

Student Information
 Name: _____ FLEID#: _____ DOB: _____

Parent/Guardian Information
 Name: _____ Phone: _____ Email: _____

By submitting this form to the school district or charter school administrator, I am requesting that this withdrawal form be completed by Cypress Palm Middle School (0472)

 Parent/Guardian Signature

 Date

 Parent/Guardian Print Name

Public School District or Charter School Responsibility

Withdrawal Information

Reports

1. Go to the Reports tab > District Reports.
2. Select the Enrollment folder.
3. Run Collier: FES Withdrawal Forms.
4. Select the date range and click Run.

Servicedesk Select Student/Staff District Reports 2 Sheryl Priester Cypress Palm Middle School (0... SIS Admin 2025-2026 Quarter 1 ERP

Setup Students Users Scheduling Grades Assessment Attendance Discipline Forms Billing Eligibility Florida Reports SSS Reports 1

Discipline ELL EOY ESE Enrollment 3 Federal Grades Homeless In Progress Incident Reports

Prev Page 1 / 3 Next Export Filter: OFF Toggle Columns Page Size: 15

Title	Description	Export/Run
May Enrollments		Export Run
ADA	Postgres Converted	Export Run
Alternatively Placed Students - District View	Postgres Converted	Export Run
Alternatively Placed Students - School View	Postgres Converted	Export Run
Collier: FES Withdrawal Forms		Export Run 4
Enrollment Counts by School		Export Run

Collier: FES Withdrawal Forms

Start Date 08/26/2025 End Date 08/26/2025

Please ensure all variables are filled out correctly, then click Run or Export.

Export Run

5. The report will generate and display in the middle of the screen.