

Morris Hills Regional District Withdrawal/Transfer Form

Attending School: ☐ Morris Hills High School, 520 West Main Street, Rockaway, NJ 07866
☐ Morris Knolls High School, 50 Knoll Drive, Rockaway, NJ 07866
☐ MHRD Adult High School, 50 Knoll Drive, Room A-11, Rockaway, NJ 07866

Student Name: _____ **Grade Level:** _____

Date of Birth: _____ **Year of Graduation:** _____

Student State ID (SID): _____ **School Counselor:** _____

Innovative Program: ☐ APA ☐ AVID ☐ ASAP ☐ Magnet ☐ AMSE ☐ IB ☐ Multilingual/ESL

School Choice Student: ☐ Yes ☐ No **Residency:** ☐ In District ☐ Out of District

***Last Date of Attendance:** _____ ** If this date is **during** the academic year, you will need to complete the "[Mid-year Withdrawal/Form](#)" in addition to this form.*

Parent/Guardian Information

- Name: _____
- Relationship to Student: _____
- Phone Number: _____
- Email Address: _____
- Current Address: _____
- New Address (if different from current address): _____

Reason for Withdrawal:

- ☐ Family Relocation
- ☐ Change of Residence
- ☐ Academic Program Change
- ☐ Other: _____

New School Information:

- School Name: _____
- School Address: _____
- School Phone: _____
- Expected Start Date: _____

RECORDS RELEASE AUTHORIZATION:

I hereby authorize the release of all academic, health, special education and disciplinary records for the above student to the new school listed above.

Parent/Guardian Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Items Returned

- ☐ Chromebook
- ☐ Textbooks
- ☐ Library Books
- ☐ School Equipment (Example: Locks, Calculator etc.)
- ☐ Other: _____

Outstanding Obligations

- ☐ None
- ☐ Fees Due: _____
- ☐ Other: _____

Records Sent:

- | | |
|---|---|
| ☐ Academic Transcript | ☐ Disciplinary Records |
| ☐ Standardized Test Scores | ☐ Attendance Records |
| ☐ Health Immunization Records | ☐ Other: _____ |
| ☐ IEP/504 Plan (if applicable) | |

Transfer/Withdrawal Exit Codes Checklist: (as per NJ SMART SID Management Handbook v91 Jan.2025)

TRANSFER CODES

- ☐ T2 - Transfer to another public school within the district (*MK to MH, MH to MK*)
- ☐ T3 - Transfer to a nonpublic school within the state
- ☐ T4 - Transfer to any public school outside the district
- ☐ T6 - Transfer to Juvenile Justice Commission/Department of Corrections with individual instruction
- ☐ T7 - Transfer to Department of Children and Families institution with individual instruction
- ☐ T8 - Transfer out of state or country
- ☐ T9 - Transfer to parental instruction/Homeschooled
- ☐ T10 - Transfer to Juvenile Detention Center with instruction coordinated by LEA
- ☐ TC - Transfer to charter school
- ☐ TR - Transfer to renaissance school
- ☐ TD - Transfer to approved choice school
- ☐ TA - Transfer to adult high school (student aged 20 or younger) (MH or MK to AHS)
- ☐ TP - Transfer to private facility with individual instruction

DROP CODES

- ☐ D1 - Expulsion by board of education
- ☐ D3 - Dropout: Physical/mental/emotional disability (transferred to state/county institution)
- ☐ D4 - Dropout: Dissatisfied with school
- ☐ D5 - Dropout: Economic necessity/entered employment
- ☐ D6 - Dropout: Married and/or pregnant
- ☐ D7 - Dropout: New residence, school status unknown
- ☐ D8 - Dropout: Reason unknown (absent 10+ days, whereabouts unknown)
- ☐ D9 - Death of student
- ☐ D11 - Reached maximum age (21) and not attending AHS
- ☐ PPE - Parentally Placed Exited (private school student no longer eligible for special education)

Withdrawal Processed By: _____

Date: _____