BIG WALNUT LOCAL SCHOOLS | INSPIRE & GUIDE

STUDENT WITHDRAWAL NOTICE FORM

Student: _____ Grade: _____

Last day of attendance: _____ Start date in new district: _____

Name of new school district: _____

Name of new school: _____

Address of new school: _____

Phone number of new school: _____

Withdrawing From: ☐ High School ☐ Middle School ☐ Intermediate School ☐ Big Walnut Elementary ☐ General Rosecrans ☐ Hylen Souders ☐ Prairie Run ☐ Early Learning Center. The student shall complete this form and return it to the office on the day of withdrawal. Each classroom teacher is to sign the for indicating the school issued books and equipment have been returned.

Course	Teacher	Fees Paid/Books Returned	Current Nine Week Grade	Cumulative Grade to Date

Total Excused Absence Hours: _____
Total Unexcused Absence Hours: _____
Total Hours exempt from truancy: _____
Library Book(s) due: ☐No ☐ Yes **Fees Owed:** ☐No ☐ Yes $_____ **Café Charges:** ☐ No ☐ Yes $_____
Chromebook Returned: ☐ Yes ☐ No

Your New Mailing Address: _____

Your New Phone Number: _____

Reason for leaving district: _____

Parent Signature: _____ Date: _____

Office Use Only: ☐ Parent Completed Form ☐ School Completed Form ☐ Records Request Received

Pursuant to S.B 181, if Big Walnut Local Schools has not received a records request from your new school within 5 consecutive school days, your student's records will be submitted to the county attendance officer and/or the juvenile court liaison for review.

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