



Permanent Withdrawal (Drop-Out) Form

School: _____
Address: _____
Phone: _____ Fax: _____

- To be read and completed by the high school student permanently withdrawing (dropping-out).
- This form must be signed by the student's parent/guardian.
- This form is to be signed by the Principal and submitted to the Director of Secondary School Leadership.

Student's Name: _____ Student's ID: _____ Grade: _____
Current Address: _____ Reason for permanent withdrawal: _____
New Address: _____ Date of permanent withdrawal: _____

Please check off the following procedures as they are completed:

- ☐ Chromebook, all books, and materials returned
- ☐ Counselor helped the student define the student's own educational and life goals and help the student plan for the realization of those goals;
- ☐ Counselor informed the student of alternative programs;
- ☐ Counselor advised student of their right to return prior to their twenty-second (22nd) birthday;
- ☐ The counselor informed the student's parents and the appropriate administrator of the impending withdrawal and involved them if the student plans to drop out;

Please check off as these required materials are submitted to the school by parent/guardian and student:

- ☐ An age and schooling certificate (work permit).
- ☐ A written pledge from the contemplated employer indicating that the child will be lawfully employed (see R.C. 3331.02(A)(1)).
- ☐ A valid physical fitness certificate (see R.C. 3321.02(A)(4)) from a physician or other approved health care professional showing, after thorough examination, that the child is physically fit to be employed.
- ☐ A certified copy of an original birth certificate (or other acceptable document as outlined in R.C. 3331.02(A)(3)) confirming the child's age.
- ☐ Proof acceptable to the superintendent that the child is addicted to no habit which is likely to detract from the child's reliability or effectiveness as a worker, or the probability of the child's faithfully carrying out education requirements until the age of 18, as prescribed by Ohio law (see R.C. 3331.04).
- ☐ Documentation that the child will enroll in a competency-based instructional program to earn a high school diploma in accordance with Ohio law. Attendance shall begin with the first week of the school term or within one week after the issuance of the age and schooling certificate.

Parent/Guardian signature: _____ Date: _____

Email address: _____ Cell phone no.: _____

Principal signature: _____ Date: _____