

# REQUEST FOR WITHDRAWAL

A Request for Withdrawal form must be completed for students seeking to withdraw. For withdrawals during the school year, the withdrawal process can require up to one (1) business day from the time you make the withdrawal request to its completion. To expedite the completion of this request, the student (s) is/are to return all his/her textbooks, library books, athletic uniforms and/or any other school provided supplies or equipment. Failure to return school property may delay the process.

**Only the parent /legal guardian who enrolled the student(s) may withdraw the student(s). Verification of parent/guardian driver's license or other state issued ID will be required to begin the withdrawal process.**

Parent/Guardian ID Verified?

## STUDENT INFORMATION

DATE OF REQUEST: \_\_\_/\_\_\_/\_\_\_ Date of Withdrawal: \_\_\_/\_\_\_/\_\_\_

STUDENT ID #: \_\_\_\_\_

STUDENT'S FULL NAME: \_\_\_\_\_

NEW STUDENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_ CURRENT GRADE \_\_\_\_\_

## WITHDRAWAL REASON

- I have moved to new FC school zone.
- I am moving out of state.
- I will be homeschooling my child.
- My child will be attending a GED program.
- I have moved to another school district.
- I am transferring my child to his/her zoned school.
- My child will be attending a private school.
- My child will be attending a charter school/virtual charter school

Name of new school: \_\_\_\_\_

City: \_\_\_\_\_

County: \_\_\_\_\_

State: \_\_\_\_\_

## AUTHORIZED SIGNATURE

NAME PARENT/LEGAL GUARDIAN: \_\_\_\_\_

*Please print*

Parent/ Legal Guardian Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Administrative Withdrawal:

- Non-attendance
- Other \_\_\_\_\_

School Official Signature \_\_\_\_\_

