



Withdrawal Form

Student Name _____ Today's Date _____

Student ID# _____

Last day in HSD _____ Tentative start date at next school _____

Your child is expected to attend school until he/she is transferred to the new School District.

Grade _____

Building _____ DOB _____ Age _____

New School Institution Name and Address

Parent/Guardian Forwarding Address

Phone # _____

Parent/Guardian Signature _____

FOR OFFICE USE ONLY

PRIMARY WITHDRAWAL CODE

- L: Left public school system but didn't drop (e.g., transferred out of PA, transferred to private school etc.)
- T: Transferred to another LEA in PA

WITHDRAWAL CODE

IF APPLICABLE PLEASE INCLUDE IN ECL NOTES

- A: Dropped out- Academic Problems B: Dropped out – Behavior problems
- C: Dropped out – Child, Married or Pregnancy D: Dropped out- Disliked school
- W: Wanted to work R: Runaway or Expelled

POST EXIT CAREER CODE – COMPLETE FOR STUDENTS 16 AND OVER

IF APPLICABLE PLEASE INCLUDE IN (ECL) NOTES

- 110 Farm worker 998 GED 180 Unknown
- 150 Blue collar worker 120 Homemaker
- 170 Unemployed 160 Service worker

ACTION STEPS

- Grades, unofficial transcript, attendance printed and given to parent/guardian Records sent (Date) _____
- ECL completed – if records request received, document in notes section Materials collected and returned
- Locker/desk cleaned out – custodian notified Records request received (Date) _____
email Student Information Systems Coordinator

IF RECORDS REQUEST IS NOT RECEIVED WITHIN 10 DAYS

| Date | Action |
|------|---|
| | Secretary contact the new school |
| | Counselor contact Parent/Guardian |
| | Counselor phone or email the Student Services Coordinator – if unresolved |