



## Student 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

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Parent/Guardian Forwarding Address

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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 PROCESS MAKER 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 PROCESS MAKER 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) \_\_\_\_\_
- 🍏 Process maker completed – if 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 district listed
	Counselor contact Parent/Guardian
	Counselor contact by phone or email the Director of Student Services and Coordinator – if unresolved