For High school students, withdrawal procedures as related to Out-processing are as follows:

Because the high schools are open all summer as well as during the school year, the withdrawal process can be completed at the student’s school at any time. If the parent wishes to hand carry records other than the withdrawal form, a 48-hour notification to the school is required in most cases. *

<table>
<thead>
<tr>
<th>High School</th>
<th>Please Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Use one form for each student.)</td>
<td></td>
</tr>
<tr>
<td>School Name</td>
<td>Grade</td>
</tr>
</tbody>
</table>

- Notify school counselor’s office as soon as you have received an estimated departure date
- Visit school prior to departure to officially withdraw
  (Must be a Parent/Legal Guardian—no stepparents)
- Ensure student has followed proper withdrawal process of school to include the following:
  - Return all books (Library And Texts)
  - Return ID/library card
  - Process withdrawal form with school registrar in guidance office
  - Clear extracurricular activities
- Receive copy of withdrawal documents and/or records to include an IEP if student is receiving special education services (available after completion of withdrawal process) to receive records in addition to withdrawal form requires 48-hour notice in most cases.
- Receive copy of transcript supplement

Signature of Parent/Legal Guardian ______________________ Date __________

* Note: To receive records in addition to withdrawal form requires 48-hours notice in most cases and unofficial (hand carried) copies of student educational records can be provided for a fee of $10 per page.