



Take Care of Your Student

Middle School Students Withdrawal Procedures Related to Out-Processing

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Public Schools

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

- A. During the school year contact the school directly; take this checklist to the school. (See A below)
- B. During the summer, take this form to the school that your student would have attended in the fall. (See B below)

A. **DURING THE SCHOOL YEAR**--Checklist of school related Out-processing for middle school students. *

<u>Middle School</u>	Please Print	
(Use one form for each student.)		
_____	_____	_____
Student's Name	Grade	School
<input type="checkbox"/> Notify school as soon as you have received an estimated departure date		
<input type="checkbox"/> Visit school prior to departure to officially withdraw (Must be a Parent/Legal Guardian--no stepparents)		
<input type="checkbox"/> Ensure student has followed proper withdrawal process of school to include the following:		
<input type="checkbox"/> Return all books (<u>Library and Texts</u>)		
<input type="checkbox"/> Clear all charges or fines		
<input type="checkbox"/> Receive copy of withdrawal documents and/or 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.		
_____	_____	
Signature of Parent/Legal Guardian	Date	

C. **SUMMER**--Checklist of school related Out-Processing for middle school students. *

<u>Middle School</u>	Please Print	
(Use one form for each student.)		
_____	_____	_____
Student's Name	Grade	School
<input type="checkbox"/> Visit the school that your student would have attended in the fall to notify school personnel of withdrawal of student		
<input type="checkbox"/> Receive copy of a current course sheet, which contains grade level and health/immunization information		
_____	_____	
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.