

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

208-AR-0. WITHDRAWAL FROM SCHOOL

A student who is planning to withdraw from school, either to attend another school or to withdraw permanently, must complete the following procedures to be eligible for withdrawal:

1. Student must report his/her intent to the office five (5) days prior to leaving and must secure a Withdrawal Form.
2. Student must have the Withdrawal Form signed by the building principal and all his/her teachers, including the librarian and home room teacher.
3. Student must return all school property and satisfy all financial obligations, as attested by the building principal.
4. Student must submit the Withdrawal Form to the guidance counselor for his/her signature.
5. Guidance counselor will submit completed documents to school office for processing.

Transfer Students

A student who is withdrawing from a district school to transfer to another school also must submit a completed Student Records Release Form signed by the parent/guardian.

District staff will then forward the required records of the student to the new school of attendance.

Permanent Withdrawals

The principal or designee will meet with a student who intends to withdraw permanently from school to determine the specific reasons for the withdrawal request and to offer counseling and assistance to the student. The principal or designee may contact the student's parent/guardian to discuss the withdrawal request.

A student of compulsory age must submit a completed Permission To Withdraw Form signed by the parent/guardian prior to withdrawing from school.