



Withdrawal Procedures for Pre K- 12th Grade Students Related to Out Processing

Please return signed withdrawal paperwork to room 147, Building 121, 761st Tank Battalion Ave (Rivers Bldg.) across from the Mainstreet Food Court and Military Clothing Sales.

For elementary students
Between August 1 and June 15 (primarily during the school year), contact the school campus(es) directly; take this checklist to the school.

For High School students, take this form to the High School all year round.

Please Print:

Student Name

Grade

Campus

- Notify school registrar's office as soon as you have received an estimated departure date.
- Visit school prior to departure to officially withdraw.
- Ensure parent and student have begun proper withdrawal process at the school to include:
 - Return ID/library card
 - Clear library
 - Clear all charges and fines
 - Clear clinic and attendance office
 - Clear any extracurricular activities

I understand that I will pick up final withdrawal documents on my student's last day of attendance and all textbooks will be turned in at that time as well as paying any outstanding fines/fees which are owed to the school. _____ (Parent signature)

Signature of School Personnel

Date