



5120.1: WITHDRAWALS DUE TO CHANGE OF RESIDENCE OR SCHOOL

I. Withdrawal Procedure. The procedure for withdrawal of a student from school due to a change of residence, enrollment in a different public, private, denominational, or parochial day school, or attendance at a school which elects not to meet accreditation or approval requirements pursuant to state law, shall be in accordance with the following:

- A. Secure withdrawal authorization from the parent, guardian, or other person with legal or actual charge or control of the student.
- B. Obtain appropriate forms from the guidance office or principal's office.
- C. Have the forms filled out by teacher, return all schoolbooks and property, and make sure all fees are paid.
- D. Take completed forms to the guidance or principal's office for final clearance.

II. The procedure for withdrawal of a student who has reached sixteen (16) years of age but is less than eighteen (18) years of age, and which is for the purpose of being exempt from mandatory attendance requirements of state law, shall be in accordance with District Rule 5120.2.

Date of Adoption

February 19, 2001

Date of Revision

June 4, 2012

Reaffirmed

February 2, 2009

Related Policies and Rules

[5100.2: Enrollment of Students - Kindergarten Age, Proof of Identity, Physical Examination and Immunization](#)

[5120.2: Withdrawals for Purposes of Exemption from Mandatory Attendance Requirements](#)

[5200: Attendance](#)

[5200.1: Attendance, Tardiness, and Excessive Absenteeism](#)