Internal

Student Withdrawal Checklist

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_

DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_ Withdrawal date: \_\_\_\_\_\_\_\_\_\_\_

Reason for leaving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please sign, date, and route in order**

**1. Principal**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Exit interview with Parent/Guardian yes no

 Communicate with teacher yes no

to enter all grades ASAP

Complete Family Exit Form CSO-360G yes no

 **2. Business Office** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tuition, fees, EDA current/cleared yes no

 Library books returned/fines paid yes no

 Textbooks returned yes no

 Lunch account current/cleared yes no

 Contact CSO if receiving DEET funds yes no

 School Technology returned yes no

 FACTS account terminated yes no

**3. Athletic Director (5-8 grade)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Uniforms, equipment, etc returned yes no

**4. Registrar** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Inactivated from RenWeb w/notes yes no

 Student record finalized in RenWeb yes no

**All items must be cleared before student record is released to receiving school.**