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.**