



Military Student Notice of Attempt to Withdraw

THIS COPY IS A WITHDRAWAL FORM TO BEGIN THE STUDENT'S CLEARANCE PROCESS.

<p>DATA REQUIRED BY THE PRIVACY ACT OF 1974</p> <p>Authority: Per AR 600-8-101, Personnel Processing (In-Out and Mobilization Processing).</p> <p>Principal Use: To provide soldiers with dependent children a streamlined procedure to notify public schools of student's departure and insure that soldiers consistently receive the educational records needed to avoid delays at the gaining school.</p>	<p>A. Take this form to your child's current school to be completed and signed by school personnel 7 - 10 days prior to child's last day of school.</p> <p>B. Once completed, soldier must bring this form to post to CYS Central Registration, BLDG. 1743 and a staff member will sign soldier's clearance papers.</p> <p>C. Ensure your child has returned all textbooks, equipment, instruments, uniforms, paid all fines or charges, and cleared through the attendance office.</p> <p>D. Return to school on your child's last day to obtain records and officially withdraw to complete process.</p>
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Student's Name _____ ID# _____ Grade _____
 Student's Last Date of Attendance _____
 Active Duty Parent/Guardian First _____ Middle _____ Last _____
 Rank _____ Unit _____ Phone _____

<u>LOCATION OF NEW DUTY STATION OR WORKSITE</u>
Rotation Date _____
City _____ State _____ Country _____
Home Address (if known) _____
Gaining School (if known) _____

Campus _____ Campus Official's Signature _____ Date _____
 Parent/Guardian's Signature _____ Date _____

Comments:
 Soldier/ Parent must return to school on last day to complete withdrawal process and pick up transfer packet if available.

Important information

- Withdrawal grades are not available for at least one week (Middle/High School)
- Receiving school must request school records from previous school

Withdrawal before end of school year: this is a campus decision

- **Grades 1-8** Any student in grades 1-8 who moves from the District during the last two weeks of the school year may receive a regular promotion if the student's grades/attendance rates are such as to merit promotion.
- **Grades 9-12** Any student in grades 9-12 who moves from the District during the last two weeks of any semester may be awarded credit for those courses in which the student has a passing average at the time of withdrawal.