

# Student Withdrawal Procedures for Out-Processing

**AUTHORITY:** 10 U.S.C. 3013, 26 U.S.C. 6041, DOD Directive 1015.2 DOD Instruction 1015.10 and E.O 9397 (SSN)

**PRINCIPAL USE:** Information is needed to withdraw a student from public school to out-process a Soldier.

**DISCLOSURE:** Voluntary; however, failure to provide requested information may result in the Soldier not being out-processed from the installation.

1. Please bring this form to your child's current school. The school office will need a minimum notification period of 48 hours to complete the withdrawal process before they will be able to sign and stamp this form.
2. Soldier is to submit this completed form to the Child & Youth Services (CYS), Parent Central Services' Registration Office located on Schofield Barracks (Building 1283, 241 Hewitt Street, #808-787-7464).
3. A CYS staff member will sign and stamp the Soldier's out-processing document.

## Please Complete One Form Per Student

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
School

- ☐ Visit school to officially withdraw student (legal guardian/parent only)
- ☐ Return all library books, textbooks, and technology equipment
- ☐ Ensure student's meal account is paid up to the last day of attendance (school will accept cash only)
- ☐ Clear all charges and fines (school will accept cash only)
- ☐ Clear extracurricular/athletic activities (if applicable)
- ☐ Receive a copy of withdrawal documents and/or records to include an IEP/504 if student is receiving special education services (available after completion of the withdrawal process). To receive records in addition to the withdrawal form, a 48-hour notice is required.
- ☐ Receive copy of transcript/last report card
- ☐ **\*\* Special Note (if applicable):**  
*Student has books/materials that are required for the remainder of his/her school attendance. The school and student are in agreement regarding the outstanding items that will be returned on the student's last day \_\_\_\_\_.*

(Fill in Last Attendance Date)

\_\_\_\_\_  
Signature of School Personnel and School Stamp

\_\_\_\_\_  
Date