

# Student Non-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 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 and sign/stamp this form.
2. Soldier is to return 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 documents.

*School is to complete the sections in the box below:*

## Please Complete One Form Per Student

Student's Name

Grade

School

- ☐ A parent has visited our school and has discussed his/her need to out-process with the Army.
- ☐ The Parent does not intend to withdraw his/her student at this time. We cannot give copies of exit records or sign the withdrawal form for this student as he/she is not officially withdrawing. This form is being accepted in lieu of a withdrawal form, so that the Soldier can out-process with CYS and the Army.

Signature & Stamp of School Personnel

Date