



Out-Processing School Withdrawal Form for Pre K- 12th Grade Students

Please return this signed withdrawal form to the Child & Youth Services, School Liaison Office (254)-288-7946 in order to out-process. The School Liaison Office is located in Building 36000, Shoemaker Lane, Fort Hood, Texas.

Take this form directly to your child's school campus. In the event that the school is closed during the summer months, please take this form to the Student Services Office (KISD only) at 902 N 10th St., (254)-336-2822.

Please Print:

Student Name

Grade

Campus

Projected Withdrawal Date

Projected Destination (City/State/ Installation)

Parent Email Address

- Notify school registrar's office as soon as you have received an estimated departure date.
- Visit school prior to departure to officially withdraw.
- Ensure parent and student have begun proper withdrawal process at the school to include:
 - Return ID/Library card
 - Clear Library
 - Clear all charges and fines
 - Clear clinic and attendance office
 - Clear any extracurricular activities

I understand that I will pick up final withdrawal documents on my student's last day of attendance and all textbooks will be turned in at that time, as well as paying any outstanding fines/fees which are owed to the school.

Parent Signature

Signature of School Personnel

Printed Name/Title of School Personnel

Date

School Stamp (If Applicable)