

INSTRUCTIONS: Use this form when a student is withdrawing from school during the school year. Complete MCPS Form 565-4: *Educational Interview for Student Permanent Withdrawal* for students who withdraw on codes: 30, 31, 32, 33, 34, 35, 36, 38, 39, 40, 42, 44, 46, 50, 71.

PART I

Student _____
 Current school _____ Date of birth ____/____/____ Grade ____
 Current Address _____ Phone: H _____ W _____
Street City State Zip
 Is student withdrawing because of loss of permanent housing? Yes
 New address, if moving _____ New phone _____
 Name/Address of New School _____

PART II

Student ID# _____ Withdrawal date ____/____/____ Withdrawal code _____ Section _____

Withdrawal Grades and Class Obligations

Period	Subject	Teacher	Withdrawal Grade	Obligation(s) and Cost	Total Cost	Cleared		Signature
						Yes	No	
1								
2								
3								
4								
5								
6								
7								
8								

Checked Areas Only	✓	Obligation(s) and Cost	Total Cost	Cleared		Signature
				Yes	No	
Athletic Director						
Attendance Office						
Career Center						
Counselor						
Financial/Secretary Business Manager						
Homeroom Teacher						
Librarian-Media Center						
Locker						
Main Office						
Nurse/Health Room						
Principal						
Student Service Learning Coordinator						
Other						

COMMENTS _____

PART III: Return to Registrar/Guidance Secretary When Completed

_____/____/____
Signature, Registrar/Guidance Secretary Date