



Take Care of Your Student

*High School Students
Withdrawal Procedures Related to Out-Processing*

Newport News
Public Schools

For High school students, withdrawal procedures as related to Out-processing are as follows:

Because the high schools are open all summer as well as during the school year, the withdrawal process can be completed at the student's school at any time. If the parent wishes to hand carry records other than the withdrawal form, a 48-hour notification to the school is required in most cases. *

<u>High School</u> (Use one form for each student.)	Please Print	
_____	_____	_____
School Name	Grade	School
<input type="checkbox"/> Notify school counselor's office as soon as you have received an estimated departure date		
<input type="checkbox"/> Visit school prior to departure to officially withdraw (Must be a Parent/Legal Guardian--no stepparents)		
<input type="checkbox"/> Ensure student has followed proper withdrawal process of school to include the following:		
<input type="checkbox"/> Return all books (Library And Texts)		
<input type="checkbox"/> Return ID/library card		
<input type="checkbox"/> Process withdrawal form with school registrar in guidance office		
<input type="checkbox"/> Clear extracurricular activities		
<input type="checkbox"/> Receive copy of withdrawal documents and/or records to include an IEP if student is receiving special education services (available after completion of withdrawal process) to receive records in addition to withdrawal form requires 48-hour notice in most cases.)		
<input type="checkbox"/> Receive copy of transcript supplement		
_____	_____	
Signature of Parent/Legal Guardian	Date	

* Note: To receive records in addition to withdrawal form requires 48-hours notice in most cases and unofficial (hand carried) copies of student educational records can be provided for a fee of \$.10 per page.