

Reese Public Schools
Intent to Withdraw Form



The following form must be completed when a student is leaving the district to ensure we have all necessary documentation, materials, and information.

Section 1 (to be completed by the student and parent):

Student Name: _____

DOB: _____ Grade: _____

Present Address:

Street City Zip Code

Present Phone Number: _____

Parent/Guardian Name(s): _____

Parent/Guardian Address (if different):

Street City Zip Code

Grade Withdrawing From: _____ Last Day to Attend: _____

Receiving School District: _____

Street City Zip Code

Please Indicate Reason for Withdrawal:

_____ My child will be attending a new public school

_____ My child will be attending a private school

_____ I will be homeschooling my child

_____ My child will be attending a GED program

_____ Moving out of state/county

_____ I am allowing my child to drop out of school and choosing not to educate them at this time

(over)

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Section 2 (to be completed by school personnel):

	Class	Current Grade (% and Letter)	Books and Materials Returned	Teacher Initials
0 Hour				
1st Hour				
2nd hour				
3rd hour				
4th hour				
5th hour				
6th hour				

Chromebook and Charger Returned: _____

IT Director Initials: _____

Lunch Money Refunded: _____

Food Service Director Initials: _____

Fines Paid Off: _____

Secretary Initials: _____

Locker Cleaned Out: _____

Principal Initials: _____

Gym Locker Cleaned Out: _____

Athletic Director Initials: _____

Sports Equipment Returned: _____

Athletic Director Initials: _____

Principal Signature (verifying all information complete): _____

I verify that my child is withdrawing as of the above date and that his/her transcript and any other relevant information may be released to the receiving school district when this form has been properly completed, submitted to the office, and all fines have been paid.

Parent/Guardian Signature: _____

Student Signature: _____

Please Note: Student must have all areas completed and signed before any files will be released. We ask that all fees for lost or damaged materials be paid prior to the withdrawal date. This form is to be turned in to the office.