

## **PROCESS FOR THE WITHDRAWAL OF A STUDENT FROM CHS**

### **CHS STUDENTS**

#### **Attendance Office**

1. A parent or guardian must sign the withdrawal of a student under the age of 18 and identify for what reason the student is withdrawing. Students 18 years and older may sign their own withdrawal form.
2. Student will be required to take around their withdrawal form in order to:
  - Receive withdrawal grades from his/her teacher
  - Return textbooks or any other school owned materials
  - Clear any outstanding fines or fees owed (registration, library, cafeteria, athletics). Failure to clear will result in withholding official transcripts.
  - Clear out any personal items in their hall or physical education lockers
  - Return their physical education lock to their physical education teacher
3. Students will be considered “transfer students” only when the school which they are transferring has requested records.
4. Students under the age of 17, unless the guardian has indicated that the student is being homeschooled, will be considered truant by state law if not enrolled in another public or private school.

### **CHS ANNEX STUDENTS**

1. All CHS Annex students must withdraw through the Annex.
2. A parent or guardian must sign the withdrawal of a student under the age of 18 and identify for what reason the student is withdrawing. Students 18 years and older may sign their own withdrawal form.
3. Students under the age of 18 will be considered “transfer students” only when the school which they are transferring has requested records.
4. Students under the age of 17, unless the guardian has indicated that the student is being homeschooled, will be considered truant by state law if not enrolled in another public or private school.