

Today's Date: _____ The last day the student will attend school: _____

School: _____ Homeroom #: _____ Student ID#: _____

Student Name: _____ Date of Birth: _____

Current Address: _____
Street City State Zip Code

Parent/Guardian's Name: _____ Telephone Number: _____

Reason for Withdrawal:

- Student attending Non-Public, Private and/or Home Education Program within District Boundaries
- Student transferring to Charter School
- Moving out of District Moving out of State Moving out of Country
- Extended absence (more than ten days)..... Tentative return date _____
- Other _____

Name of New School (if applicable): _____

Forwarding Address for Family (if applicable):

Street City State Zip Code

Parent/Guardian's Signature (If Student under 18 years)

Student's Signature (If 18 years or older)

School Principal Signature or Designee

INTERNAL USE ONLY - CHECK APPROPRIATE BOX

- Parent completed form Information taken over telephone Received Request for Records
- Cyber School Enrollment Form received by Business Office Collected iPad/Laptop

Withdrawal Code: _____ Withdrawal Date: _____ Official Return Date: _____
(Use appropriate code) (Enter the day after the last day attended school) (Should match the return date in Tyler)

Processed By: _____ Date: _____

Re-Activated By: _____ Date: _____

- Original Form to Remain in Student File
- Email Scanned Form to (Central Registration Assistant) seaton@northallegheny.org
- Email Scanned Form to (Transportation Department) hayes@northallegheny.org
- Email Scanned Form to (Pupil Services) IF Student Receives Services: SpEd/IEP: stevens@northallegheny.org
Gifted/GIEP: aperez@northallegheny.org 504: aperez@northallegheny.org ESL: aweidman@northallegheny.org

*Note – You can send one email and include everyone that needs to be aware of the withdrawal/reentry.

Process for Withdrawing a Student for an Extended Absence Due to Requested Educational Tour or Trip

1. Students who will be participating in an extended absence due to a request for an educational tour or trip for more than 10 days, will be withdrawn after the 10th consecutive day (on day 11) and the withdrawal date will be dated the first day of the consecutive absence.
2. Prior to leaving for the extended absence (of more than 10 days), any District-assigned electronic device(s) will be collected from the student. The device will be stored in a secure area at the building level.
3. The absence is considered “not approved” and should be noted as such on the Student Application for Educational Tour or Trip form along with an administrator’s signature. The District-issued letter from the Superintendent which explains the Board Policy and reason for marking the absence as unapproved/unexcused should be attached to the form and returned to the parent.
4. The withdrawal form will be completed by the building secretary and forwarded as outlined on the bottom of the form. (In this case of extended absence due to Requested Educational Tour or Trip, the secretary will deactivate the student and when prompted “do you want to remove student from program and services?” the “no” button should be selected. Selecting “yes” will remove the student from all special services (IEP writer, ESL, etc.) Selecting “no” should also occur for incidents when a student’s placement is being changed from one NA building to another or to an outside placement.)
5. Upon return from the extended absence, the parent/guardian must contact the building main office to register the student. The registration process consists of the parent verifying that the information in Tyler is accurate (residence, emergency contacts, etc.) and notifying the office of the official return date for the child.
6. Upon confirmation of accurate information by the parent/guardian, the building secretary will re-activate the child’s registration. Every effort will be made to place the child in the same homeroom/courses, when possible.
7. District-issued electronic device will be returned to the student on the first day of attendance after the extended absence.