

Withdrawal Procedure

At Panel S315:

Check information as to who enrolled the student. That is the only person who can sign the withdrawal form. **(initial & date)** _____

At Panel S313:

Type in student number or F4 to locate
Press F10 to print the withdrawal form
Enter withdrawal code and date on S313
Enter withdrawal code, date, reason for transfer on withdrawal form
(initial & date) _____

Make a copy of withdrawal form (in the event student does not return it to us). Give original to student to take to all classes for grades from teachers and to turn in books. Student must also go to Media to return any outstanding books and/or pay any fines. If student is in JROTC, make sure uniform has been returned (contact Col. Coker/Sgt. Mjr. Baum, ext 2500). If student has parking permit, have student take parking permit to the Attendance and Discipline Office. When student returns withdrawal form at the end of the day, make a copy for the student/parent and retain original. If student does not take withdrawal form to classes, Groupwise all teachers requesting grades (letter and percentage) and whether or not student has returned books.

Enter all information in Withdrawal Logbook. **TIMELINE: As soon as possible**

If the student is transferring to another Collier County Public School, place completed withdrawal form in cumulative file and pony to new CCPS school when requested by new school. **DO NOT WITHDRAW UNTIL NOTIFIED BY TRANSFERRING SCHOOL THAT STUDENT IS ENROLLING.** **TIMELINE: When requested**

If student is going to another school outside of Collier County or to a private school within Collier County:

At Panel S523

Print transcript
Make copy of transcript, stamp and seal it to make it official.
Make copy of withdrawal form, birth certificate, social security card, physical and immunization
Place sealed transcript along with above copies in envelope and mail to next school. Or, give to parents to take with them.
Place original transcript and withdrawal form in cumulative file and file in "Inactive".
If the student is going to another **Florida** school or to a **private** school in Collier County, send original Florida Certificate of Immunization, retaining the copy for our files. **TIMELINE: When requested**

If the student is an ESE student:

Pull red audit file and put with cumulative file. Give red hanging folder to ESE Secretary so that she will know student is withdrawn.