

WITHDRAWAL FROM SCHOOL

POLICY STATEMENT

- A. Students may request to withdraw from school for one of two reasons:
 - 1. Transfer to another school.
 - 2. Discontinue educational plans (must be the end of term, quarter, or semester in which the student turns 18 years old).
- B. If the student is transferring:
 - 1. Parent notifies school in writing.
 - 2. Parent completes Withdrawal Form (Exhibit 1) which includes a release for sending transcripts).
- C. If the student discontinues educational plans, a student-counselor conference is scheduled.
 - 1. Counselor presents general alternatives.
 - 2. Counselor offers specific alternative program.
 - 3. If the alternatives are accepted, the student returns to school with alternative program in effect.
 - 4. If the alternatives are rejected, the student completes Withdrawal Form and acknowledges that he or she may re-enter school on the first day of a subsequent semester and that the G.E.D. program is available at a technical institute. The student completes a withdrawal form.

LEGAL REFERENCE: Section 118.125(4) Wisconsin Statutes
Section 118.15 Wisconsin Statutes

CROSS REFERENCE: Exhibit 1, Student Withdrawal Form