

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 6.207

Withdrawals

November 1, 2024

Parent(s)/guardian(s) shall notify the principal at least ten (10) school days prior to withdrawal of a student.

The principal/designee shall ensure that all information is completed on a student's record before a transcript is sent to another school.



PARENT INFORMATION

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

STUDENT INFORMATION

Name: _____

REASON FOR WITHDRAWAL (e.g. private school, transfer, etc.):

WITHDRAWAL DATE: _____

NEW SCHOOL INFORMATION (if applicable):

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

I understand that my student is subject to compulsory attendance laws and will ensure that this withdrawal is compliant with the same.

Signature of Parent/Guardian

Date