|  |  |  |  |
| --- | --- | --- | --- |
| **Student:** |  | **Withdrawal Date:** |  |
| **Counselor:** |  | **School:** |  |
| **Date Documentation Received/Completed:** |  |
| **Check Applicable Withdrawal Code and Documentation Type: Attach Required Documentation to Form** |
|  | **00** | **Dropout Under 18** |  | **01** | **Dropout 18 or Older** |
|  |  | Parent Signature on Withdrawal Form |  |  | Student’s/Parent’s Signature on Withdrawal Form |
|  |  | No Documentation; **Check Box and Attach Record Detailing more than 10 Consecutive Absences** |  |  | No Documentation; **Check Box and Attach Record Detailing more than 10 Consecutive Absences** |
|  | **02** | **Withdrawn to a DCS State Institution** |  | **03** | **Transferred to Another Tennessee School System (Public)** |
|  |  | Copy of Court Order – **Check box and Attach** |  |  | Parent Signature on Withdrawal Form - **Check box and Attach if Available** |
|  |  | Request for Records from Receiving School - **Check box and Attach** |  |  | Request for Records from Receiving School **– REQUIRED; Check box and Attach Copy of Request** |
|  |  | Statement from a Judge, Clerk, Juvenile Officer, Probation Officer - **Check box and Attach** |  |  | Confirmation of Enrollment Through EIS Check (Check and Attach Screen Shot) |
|  | **04** | **Transferred to Another School, Same System** |  | **05** | **Transferred Out-of-State** |
|  |  | Parent Signature on Withdrawal Form - **Check box and Attach if Available** |  |  | Parent Signature on Withdrawal Form - **Check box and Attach if Available** |
|  |  | Request for Records from Receiving School **– REQUIRED; Check box and Attach Copy of Request** |  |  | Request for Records from Receiving School **– REQUIRED; Check box and Attach Copy of Request** |
|  | **06** | **Transferred to a Non-public School in Tennessee (Cat. III or IV Private or Church Related****School {EX. Gateway, Home Life Academy}; Category VII Non-public School {EX. Carroll Academy})** |  | **07** | **Doctor Certified Permanent Withdrawal** |
|  |  | Copy of Doctor’s Statement – **REQUIRED, Check Box and Attach** |
|  |  | Parent Signature on Withdrawal Form- **REQUIRED for Cat. III or IV; Check Box and Attach** |  | **08** | **Deceased** |
|  |  | Request for Records from Receiving School **- REQUIRED; Check box and Attach; Item #2 or #3 Required** |  |  | Copy of Death Certificate Order – **Check Box and Attach, Not Required** |
|  |  | Copy of Receipt for Fee Paid to the Receiving School or Agency – **Check Box and Attach** |  |  | Copy of Obituary – **Check Box and Attach; Sufficient as Documentation** |
|  | **10** | **Withdrawn to a Traditional Home School; Parent Initiated Pre K Withdrawal** |  | **11** | **Court Ordered Withdrawal** (Use only when a Court Forbids a Student from Attending School.) |
|  |  | Notice of Intent to Homeschool Form on File at C.O.- **REQUIRED for K-12 Students <18; Confirm and Check Box** |  |  | Copy of Court Order or Judge’s Decision – **REQUIRED; Check Box and Attach** |
|  |  | Written Pre K Parent Request to Drop – **REQUIRED for VPK Students; Check Box and Attach** |  |  |  |
|  | **12** | **Early Graduate** (Use only when a student receives a regular diploma in less than four (4) years.) |  | **13** | **Permanent Dismissal from the VPK Program** |
|  |  | Copy of Transcript – **REQUIRED; Check Box and Attach** |  |  | Written Approval from the TDOE Office of Early Childhood Learning – **Required, Check Box and Attach Copy** |
|  | **14** | **Withdrawn under the Public School Choice**  |  | **15** | **TEIS Transition: P3 Determined Ineligible for SPED Services** |
|  |  | Withdrawn to enroll in another school within the district under the provisions for public school choice in accordance with Title 1, part A, Section 1116.  |  |  | Documentation of Eligibility Meeting, Note Date Here: \_\_\_\_\_\_\_\_\_\_\_\_; **REQUIRED, Check Box and Attach** |
|  | **16** | **SPED Student** **who has been previously awarded a completion document and exercised entitlement to****continue their education under FAPE Requirement** |  | **17** | **Withdrawal to an Online School (Content delivered via Internet) not Located in Tennessee** |
|  |  | Parent Signature on Withdrawal Form |
|  |  | Student’s/Parent’s Signature on Withdrawal Form - **Check Box and Attach; Sufficient as Documentation** |  |  | Request for Records from Receiving School -  **REQUIRED; Check box and Attach; Item #2 or #3 Required** |
|  |  | Statement from IEP Team Justifying Determination **– Not Required** |  |  | Copy of Receipt for Fee Paid to the Receiving School or Agency – **Check Box and Attach** |