SECONDARY SCHOOL TRANSFER/WITHDRAWAL FORM
CHARLOTTE-MECKLENBURG SCHOOL SYSTEM

Name __________________________

Last First Middle Student ID Grade

New Address __________________________

Date Registered __________________________ Days Present Absent Main Reason Times Tardy

Withdrawing from __________________________ on __________________________

Transferring to __________________________ on __________________________

Reason for withdrawal __________________________

Locker Number __________________________ School Lock Returned Y/N __________________________ Date of Birth __________________________

Parking Permit Number __________________________ Returned Y/N __________________________ Signature __________________________

Sport(s) __________________________ Currently Playing Materials Returned __________________________ Coach(es)

Fine Art(s) __________________________ Activities beyond class Materials Returned __________________________ Advisor(s)

STUDENT: Follow the sequence below to complete this form. Working from the top down, get all signatures in the order presented (1-6) on this form. RETURN the completed form to the REGISTRAR for final release of records.

TEACHERS/STAFF: This student is withdrawing. Please sign in appropriate blank(s) and fill in the appropriate information needed. Please give a current grade as this will be needed immediately by the receiving school.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Academic Level</th>
<th>Q1 Numeric grade</th>
<th>Q2 Numeric grade</th>
<th>Exam 1 Numeric grade</th>
<th>Q3 Numeric grade</th>
<th>Present Grade Average</th>
<th>Last Yr. Reading Test Scores</th>
<th>Last Yr. Math Test Scores</th>
<th>Teacher Name</th>
<th>Teacher Initials</th>
<th>Books Returned?</th>
<th>YES NO</th>
<th>Materials &amp; Equipment Returned</th>
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</table>

1. __________________________ Parental Consent for withdrawal
2. __________________________ Administrator
3. __________________________ Assigned Counselor
4. __________________________ Media Center
5. __________________________ Financial Secretary
6. __________________________ Registrar

$ __________________________ Financial Obligation

White = Student  Yellow = Receiving School  Pink = Sending School

REVISED 10/2015