

INSTRUCTIONS: Use this form when a student is withdrawing from school during the school year. Complete MCPS Form 565-4: *Educational Interview for Student Permanent Withdrawal* for students who withdraw on codes: 30, 31, 32, 33, 34, 35, 36, 38, 39, 40, 42, 44, 46, 50, 71.

PART I

Student _____
 School _____ Date of birth ____/____/____ Grade _____
 Current Address _____ Phone: H _____ W _____
Street City State Zip
 Is student withdrawing because of loss of permanent housing? Yes
 New address if moving _____ New phone _____
 Name/address of new school _____

PART II

Student ID# _____ Withdrawal date ____/____/____ Withdrawal code _____ Section _____

WITHDRAWAL GRADES AND CLASS OBLIGATIONS

Subject	Teacher	Withdrawal Grade	Obligation(s) and Cost	Total Cost	CLEARED		Signature
					Yes	No	
Art							
Math							
Music, General							
Music, Instrumental							
Physical Education							
Reading/Language Arts							
Science							
Social Studies							
Spelling							

Clearance Required for Checked Areas Only	✓	Obligation(s) and Cost	Total Cost	CLEARED		Signature
				Yes	No	
Cafeteria						
Counselor						
Media Center						
Nurse/Health Room						
Principal						
Resource Room						
Speech						
Chorus						
Patrols						
SGA						
Other						

COMMENTS _____

PART III: Return to Attendance Secretary When Completed

_____/_____/_____
Signature, Attendance Secretary *Date*