

Student Permanent Withdrawal

Office of the Chief Academic Officer
Office of Student and Family Support and Engagement
Maryland State Department of Education
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

Introduction: COMAR 13A.08.01.07E provides that each local school system shall develop and implement a procedure to conduct an educational interview with any student who leaves school prior to graduation, or with the parent/guardian of such student or with all the above. The purpose of the interview is to encourage the student to remain in the student's current school program or enroll in an alternative school program. The interview should verify the reason, or reasons, for the student dropping out of school and ensure that the parent/guardian is informed. See [MCPS Regulation JEC-RA, Student Withdrawals from Classes and School](#).

This form should be completed by the school counselor, pupil personnel worker (PPW) or a school administrator, after completing [MCPS Form 565-4a, Educational Interview for Withdrawal Prevention](#)**. A resource packet providing opportunities outside or in addition to the traditional K-12 educational system, should be made available to the student at the time of the interview. If the student is not present for the interview, this form should be completed and attempts should be made to mail the resource packet.

PART I: Student Information: To be completed by designated school personnel for any student leaving prior to graduation.

School Year _____ Grade _____ School Name _____

Student (Legal Name) _____ Date of Birth ____/____/____ Age _____ Gender M F X
Last First MI

Student's Address _____ MCPS Student ID _____ SASID _____

Student resides with:

- Both Parents Mother Father Relative
 Grandparent(s) Guardian Don't know
 Foster home
 Other (specify) _____

Student Phone Number ____ - ____ - ____

Is the student Hispanic or Latino Yes No

Race: (check all that apply)

- Asian American Indian or Alaskan Native
 Native Hawaiian or Black or African American
Other Pacific Islander White

Attendance for current year: ____ Absent ____ Present

Attendance for previous year: ____ Absent ____ Present

Name of adult responsible for student at address _____

Name of adult responsible for student at address _____

Relationship: Mother Father Guardian
 Other (specify) _____

Relationship: Mother Father Guardian
 Other (specify) _____

Address _____

Address _____

Phone ____ - ____ - ____

Phone ____ - ____ - ____

Present at Interview? Yes No

Present for Interview? Yes No

PART II: Pre-Interview:

Withdrawal due to extended travel (Documentation must be attached)—MCPS form 565-4a is not required. Proceed to Part IV.

Date Collaborative Problem Solving meeting was held** ____/____/____

Date Parent/Guardian Received Intervention Plan/Resources ____/____/____

Date Parent/Guardian Contact Attempted (minimum 3 times) ____/____/____ ____/____/____ ____/____/____

Date Parent/Guardian Interview Scheduled ____/____/____

If unable to make contact with student or parent/guardian, check all appropriate reasons below and refer to the pupil personnel worker (PPW).

- No answer Left message, call not returned Phone Disconnected Refused to be interviewed

- Student moved, no forwarding address Other (specify) _____

Person(s) attempting contact _____ Title(s) _____

Referred PPW Name _____ Date ____/____/____

PPW Outcome Home Visit ____/____/____ Phone Call ____/____/____ Other ____/____/____
Date Date Date

Results _____

PART III: Interview: Complete and attach MCPS Form 565-4a Educational Interview for Withdrawal Prevention**

Present at interview (Name, Title) _____

Interview and Form 565-4a completed by Print Name _____ Date ____/____/____

- | | | |
|---|--|--|
| Disposition following interview/contact: | <input type="checkbox"/> Student remains or returns to school | <input type="checkbox"/> Student withdraws permanently with: |
| | <input type="checkbox"/> Same program | <input type="checkbox"/> Employment referral <input type="checkbox"/> Medical referral |
| | <input type="checkbox"/> Program change | <input type="checkbox"/> GED referral <input type="checkbox"/> Parenting classes |
| | <input type="checkbox"/> Other (explain) _____ | <input type="checkbox"/> Mental health referral <input type="checkbox"/> Community agency referral |
| | | <input type="checkbox"/> Other (explain) _____ |

PART IV: Withdrawal Code and Signatures: No student is to be withdrawn until Part II of this form is completed. Principal signature is required.

- | | | | |
|------------------------------|--|--|---|
| Codes for withdrawal: | <input type="checkbox"/> 30–Illness | <input type="checkbox"/> 35–Marriage | <input type="checkbox"/> 42–Special Case (<i>documentation from superintendent</i>) |
| | <input type="checkbox"/> 31–Academic (18 & over) | <input type="checkbox"/> 36–Military service | <input type="checkbox"/> 44–Parenting*** |
| | <input type="checkbox"/> 32–Discipline (18 & over) | <input type="checkbox"/> 38–Court action | <input type="checkbox"/> 46–Expulsion (18 & over) |
| | <input type="checkbox"/> 33–Lack of interest (18 & over) | <input type="checkbox"/> 39–Economic reasons (18 & over) | <input type="checkbox"/> 50–Whereabouts unknown |
| | <input type="checkbox"/> 34–Employment | <input type="checkbox"/> 40–Expulsion (under 18) | <input type="checkbox"/> 71–Pregnancy*** |

Signature, Student _____ Date ____/____/____

Signature, Parent/Guardian _____ Date ____/____/____

Signature, Interviewer _____ Date ____/____/____ Title _____

Signature, PPW _____ Date ____/____/____

Signature, Principal _____ Date ____/____/____ Last Date of Attendance/Withdrawal ____/____/____

*Annotated Code of Maryland, Education Article Section 7-301(a)1.
 **This form should be accompanied by *Form 565-4a, Educational Interview for Withdrawal Prevention*, and evidence of a problem-solving meeting with the student, parents/guardians, appropriate teachers, counselors, and administrative staff. It is imperative that parents/guardians be notified and included in the process as soon as possible. Language interpreters should be made available as appropriate. *MCPS Regulation JEC-RA, Student Withdrawals from Classes and School. (III, B, 1-2)*
 ***Student was advised that student's absence due to pregnancy or parenting needs is a lawful absence. Interim Instructional Services were offered, and the student was advised that the school would allow the student to make up the work that the student would miss in a time period that equals at least as many days that the student was absent. The student was offered the following alternatives to make up missed work: retake a semester; participate in an on-line course credit recovery program; or allow the student six weeks to continue at the same pace and finish at a later date.