

TRANSFERRING OUT OR WITHDRAWING

1. Every student who changes schools or withdraws for any purpose, should notify the office two (2) days ahead of time.
2. The office will give the student a card which he or she must present and have signed by each of his or her teachers, showing the student has made satisfactory clearance. Please make final check-out with the office.
3. The parent is asked to fill out a release form. Transfer will then be given and credits forwarded to the school of his or her request.
4. No confirmation regarding the status of a student will be released until all obligations have been satisfied. These obligations include rental fees, fines for lost or damaged books and equipment, unreturned books and equipment, and costs incurred.