GWINNETT COUNTY PUBLIC SCHOOLS
HIGH SCHOOL WITHDRAWAL FORM

Stock # 90850
Revised 06/15

NAME OF SCHOOL_____9th GRADE ENTRY DATE_____

SCHOOL ADDRESS_____
Street City State Zip

STEP I:

STUDENT NAME_____HOMEROOM TEACHER_____GRADE_____

STUDENT GCPS ID. #_____GTID # _____ FTE#_____

STUDENT EMAIL_____STUDENT CELL # _____

PARENT EMAIL_____PARENT CELL # _____

STUDENT NEW ADDRESS_____
Street City State Zip

SPECIFIC REASON FOR WITHDRAWAL_____

NEXT SCHOOL OF ATTENDANCE_____

Records release form signed by parent/guardian: Yes____ No____ (Only necessary if student is leaving GCPS)

Is student placed in a special education program: Yes____ No____ If yes, specific program _____

COUNSELOR'S SIGNATURE_____

STEP II (BY MEDIA SPECIALIST) MEDIA BOOKS RETURNED Yes____ No____

Title of Book Checked out _____ _____ Cost of Book (s) _____

Media Specialist Signature_____

STEP III (BY SUBJECT TEACHERS)

COURSE NUMBER & TITLE	PRESENT GRADE	ABSENCES EXCUSED	ABSENCES UNEXCUSED	BOOKS RETURNED YES	BOOKS RETURNED NO	TEACHER'S SIGNATURE
1						
2						
3						
4						
5						
6						
7						

STEP IV (BY TST): STUDENT NETWORK ACCESS REMOVED: _____ (TST's Initials Required)

STEP V (BY ATTENDANCE ADMIN.): DATE WTHDRAWN_____ BIRTHDATE_____AGE_____

ATTENDANCE: _____# DAYS PRESENT _____# EXCUSED ABSENT _____# UNEXCUSED ABSENT _____ # NOT ENROLLED

STUDENT CURRENTLY ON SUSPENSION FROM SCHOOL YES____ NO_____ NOTICE ATTACHED YES____NO____

_____STUDENT HAS DISCIPLINARY RECORD WHICH WILL BE FORWARDED WITH ACADEMIC TRANSCRIPT

_____STUDENT DOES NOT HAVE A DISCIPLINE RECORD _____STUDENT HAS A (SST) FOLDER

_____ _____
ADMINISTRATOR SIGNATURE **PARENT OR GUARDIAN SIGNATURE**

GRADE CODES: **A = 90 - 100 B = 80 - 89 C = 74 – 79 D = 70 - 73 F = 0 - 69**

***DISCIPLINARY RECORDS**
As provided in Georgia Law (O.C.G.A. 10-2-670), students in 6th grade or higher transferring to a new school are required to provide academic as well as disciplinary transcripts to school officials at the new school. In lieu of compliance, a student may be admitted on conditional basis if parent or legal guardian signs authorizing release of all academic and disciplinary records from previous school.
****AS PROVIDED BY GEORGIA LAW, WE ARE REQUIRED TO PROVIDE A CERTIFIED COPY OF ANY DISCIPLINARY ORDER FOR ANY TERM OF SUPSENSION OR EXPULSION OF THIS STUDENT THAT HAS NOT YET EXPIRED. O.C.G.A. 20-2-751-1.**

Submit to GCPS