

OKCPS WITHDRAWAL

CHECKLIST

STUDENT ID <i>(DISTRICT GENERATED)</i>	RESIDENT SCHOOL	TRANSFER SCHOOL <i>(IF APPLICABLE)</i>	SCHOOL YEAR	GRADE LEVEL	DATE OF BIRTH
STUDENT STN <i>(STATE GENERATED)</i>	WITHDRAW DATE	WITHDRAW CODE	REASON FOR WITHDRAWAL		
Student's Full Legal Name as Written on Birth Certificate: (Provide copy of birth certificate)					
FIRST NAME	MIDDLE NAME	LAST NAME <i>(paternal surname-as shown on BC)</i>	LAST NAME <i>(maternal surname-as shown on BC)</i>		

NEW SCHOOL INFORMATION							
Withdraw to attend:	<input type="checkbox"/> Public	<input type="checkbox"/> Charter	New School Name				
	<input type="checkbox"/> Private	<input type="checkbox"/> Home School	Street				
	<input type="checkbox"/> Parochial	<input type="checkbox"/> None	City		State		Zip
Student ever retained?	<input type="checkbox"/> No <input type="checkbox"/> Yes in grade __		Office Phone	FAX	DATE Request Received		DATE Records Submitted
Student accelerated or promoted grade level?	<input type="checkbox"/> No <input type="checkbox"/> Yes from grade __ to __						
NOTES					By Staff Signature		By Staff Signature

CURRENT GRADES AT TIME OF WITHDRAWAL VERIFIED WITH TEACHER SIGNATURES				
CLASS/COURSE	GRADE	TEXTBOOK(S) RETURNED	TEACHER'S SIGNATURE	COMMENTS <i>(Behavior and Work Habits, etc.)</i>
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>A or E = Excellent Progress B, C, or S = Satisfactory Progress D or I = Improvement Needed F or U = Unsatisfactory</i>				

- Athletic uniforms or equipment returned *(if applicable)*
- Child Nutrition Services account closed out *(if applicable)*
- OKCPS cumulative folder updated *(profile information, enrollment history, attendance, discipline, academic history, graduation status, birth certificate, immunizations, custody documentation, etc.)*
- Additional folders updated *(if applicable)* IEP ELL RSA **(green folder)**
- Student historical records have been updated and official report card and/or transcript has been verified for accuracy and stored/saved in the student's cumulative folder, electronic cumulative folder, and student information system.
- OKCPS submitted records to new school *(documented dates above)*
- Financial Obligations Cleared If not, Financial Obligations Outstanding \$_____, for _____.

Printed Name of Parent/Guardian Withdrawing Student	Signature of Parent/Guardian Withdrawing Student	Date
Printed Name of Staff Withdrawing Student	Signature of Staff Withdrawing Student	Date