

**NORTHWEST LOCAL SCHOOLS
3240 BANNING ROAD
CINCINNATI, OH 45239**



WITHDRAWAL FORM

STUDENT NAME: _____ STUDENT ID#: _____

DATE OF WITHDRAWAL: _____ GRADE: _____ IEP ? YES NO

RECEIVED RECORDS REQUEST? YES NO REFERRED FOR TRUANCY? YES NO

REASON FOR WITHDRAWAL: (Check one)

- Moved Court/Foster Placement Charter/Community Home School
 Open Enrollment Following parent to another District Drop Out (Reason): _____
 Other – Explain: _____

SCHOOL DISTRICT REQUESTING RECORDS: _____

NEW SCHOOL: _____ PHONE NUMBER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMIS WITHDRAWAL CODES: (circle one)			
36	COMPLETED PRESCHOOL & WITHDREW	51	VERIFIED MEDICAL REASONS
37	WITHDREW FROM KINDERGARTEN	52	DEATH
39	NON-ENROLLED STUDENT NO LONGER RECEIVING SERVICES FROM THE DISTRICT	71	WITHDREW DUE TO TRUANCY/NONATTENDANCE (<i>DROP OUT</i>)
40	TRANSFERRED TO ANOTHER STATE	72	PURSUED EMPLOYMENT/WORK PERMIT (<i>DROP OUT</i>)
41	TRANSFERRED TO ANOTHER OHIO SCHOOL DISTRICT	73	OVER 18 YEARS OF AGE (<i>DROP OUT</i>)
42	TRANSFERRED TO PRIVATE SCHOOL	74	MOVED, NOT KNOWN TO BE CONTINUING (<i>DROP OUT</i>)
43	TRANSFERRED TO HOME SCHOOLING	75	STUDENT COMPLETED COURSE REQUIREMENTS, BUT NOT OGT (<i>DROP OUT</i>)
45	TRANSFERRED BY COURT ORDER/ADJUDICATION	79	NO LONGER ELIGIBLE TO BE ENROLLED IN DISTRICT
46	TRANSFERRED OUT OF THE UNITED STATES	81	STUDENT REPORTED IN ERROR
47	WITHDREW PURSUANT TO YODER VS. WISCONSIN	99	GRADUATED
48	EXPELLED	NA	DO NOT WITHDRAW DUE TO RESIDENT COURT /FOSTER PLACED, OPEN ENROLLMENT, OR FOLLOWING PARENT

SCHOOL OFFICIALS SIGNATURE: _____ DATE: _____

FOR CENTRALIZED ENROLLMENT OFFICE USE ONLY	
DATE RECEIVED IN CEO: _____	
WITHDRAWAL PROCESSED BY: _____	DATE DASL ENTRY COMPLETED: _____
NOTES:	

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WITHDRAWAL FORM

STUDENT NAME: _____ DATE OF BIRTH: _____

PARENT/GUARDIAN NAME: _____ SIGNATURE: _____

NEW HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ DATE: _____

Note: Students under the age of eighteen (18) will only be granted a transfer. Academic records will not be released until all obligations are settled. The withdrawal will not be completed until the new school contacts guidance office. If the new school does not make contact within four (4) business days from the above withdrawal date, your name will be submitted to the Houston Educational Service Center for investigation of truancy, and you may be charged with falsification of enrollment and withdrawal documents, a fifth-degree felony.

RECORDS WILL NOT BE RELEASED UNTIL ALL OBLIGATIONS ARE SETTLED

STUDENT ID#: _____ LOCKER #: _____ DAYS ABSENT: _____ DAYS TARDY: _____

STUDENT SCHEDULE

BELL	SUBJECT	TEACHER	BOOK RETURNED IF 'NO' SEE BELOW		GRADE (%)	TEACHER SIGNATURE
			Yes	No		
ADV.	Advisory		N/A	N/A	N/A	
1						
2						
3						
4						
5						
6						
7						

Fees, Fines, & Obligations

Textbook Title	Textbook Number	Amount
STUDENTS FEES/FINES		
LIBRARY/LUNCH FINES		
GRAND TOTAL		

AMOUNT RECEIVED \$ _____ SIGNATURE OF BUILDING EMPLOYEE: _____ DATE: _____

NEW SCHOOL CONTACT DATE: _____ INITIALS: _____ RECORDS SENT DATE: _____