![Altus Schools AUDEO logo]

Exit Form

Section 1: Student Withdrawal Information

_____ _____ _____
Student Name (last, first)   **Resource Center**   **Teacher Name**

_____ _____ _____
Exit Date   **New School/**   **Reason for Transfer**
                                    Post High School Plan

Courses in Progress	Course Title	Grade	% Completed

Please check to confirm the following steps have been completed-

☐ Outstanding materials verified in TME and returned:
 Textbooks   Chromebook & Power Cord   Cadet Corps Uniform
☐ <mark>Materials have not been returned.</mark> **Amount owed:** $ _____ **Parent Initials:** _____
☐ Edgenuity account archived
☐ Naviance Homeroom Updated
☐ All completed credits have been finalized
☐ Update Contact Manager re: INVs (if applicable)

Section 2: Completers Only (Diploma Graduate, HISET, GED, CHSPE, CoC)

Please check to confirm the following steps have been completed-   ☐ *This student is not a completer.*

Cumulative GPA is 2.0 or above (diploma grads only)
All required high school credits are complete (diploma grads only)
HISET, GED, or CPP test scores are passing and Compulsory Attendance Waiver is signed
Student completed Graduate Interview on Naviance
Diploma Name Sheet has been completed (diploma grad only)
Student is designated 11th or 12th grade in SIS

Section 3: Documents to Archive

Please check to confirm the following documents are archived under "Permanent Records"-

General Transfers	**Completers**
Completed Exit Form Credit Audits and CSRs	Completed Exit Form Credit Audits and CSRs Diploma Name Sheet *or* Passing test scores (GED, HISET, CPP) w/waiver

Section 4: Signatures

_____ _____ _____ _____
Case Manager/Date   **Teacher/Date**   **Guardian/Date** *Student is 18+*   **Counselor/Date**