

Section 1: Student Withdrawal Information

Student Name (last, first)

Resource Center

Teacher Name

Exit Date

New School/
Post High School Plan

Reason for Transfer

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
 - ☐ Materials have not been returned. 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 CHSPE 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)

Section 3: Documents to Archive

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

Summer Transfers	General Transfers	Completers
<input type="checkbox"/> Completed Exit Form	<input type="checkbox"/> Completed Exit Form <input type="checkbox"/> Credit Audits and CSRs	<input type="checkbox"/> Completed Exit Form <input type="checkbox"/> Credit Audits and CSRs <input type="checkbox"/> Diploma Name Sheet or Passing test scores (GED, HISET, CHSPE) w/ waiver

Section 4: Signatures

Case Manager/Date	Teacher/Date	Guardian/Date <i>Student is 18+</i>	Counselor/Date
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