



# GWINNETT COUNTY PUBLIC SCHOOLS HIGH SCHOOL WITHDRAWAL FORM

Stock #90850  
Revised: 5/23

NAME OF SCHOOL \_\_\_\_\_ 9<sup>th</sup> GRADE ENTRY DATE \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_  
Street City State Zip

**STEP I: (BY COUNSELOR)**

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 \_\_\_\_\_

CHROMEBOOK RETURNED: YES \_\_\_\_\_ NO \_\_\_\_\_ RETURNED DATE: \_\_\_\_\_

IF NO, LIST CHROMEBOOK PRICE: \$ \_\_\_\_\_

**STEP III (BY SUBJECT TEACHERS)**

COURSE NUMBER & TITLE	PRESENT GRADE	ABSENCES		BOOKS RETURNED		TEACHER'S SIGNATURE
		EXCUSED	UNEXCUSED	YES	NO	
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**STEP V (BY ATTENDANCE ADMIN.):** DATE WITHDRAWN \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ AGE \_\_\_\_\_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 = 70 – 79      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 SUPENSION OR EXPULSION OF THIS STUDENT THAT HAS NOT YET EXPIRED. O.C.G.A. 20-2-751-1.**

WHITE - RECEIVING SCHOOL

YELLOW - FILE