



GWINNETT COUNTY PUBLIC SCHOOLS  
HIGH SCHOOL WITHDRAWAL FORM

Stock #90850  
Revised: 5/23

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

SCHOOL ADDRESS 918 BUFORD HWY SUGAR HILL GA 30518  
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 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STEP V (BY ATTENDANCE ADMIN.): DATE WITHDRAWN \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ AGE \_\_\_\_\_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.

Please email this completed, and saved, form to  
[Jennifer.Biel@gcpsk12.org](mailto:Jennifer.Biel@gcpsk12.org)  
to successfully process your withdrawal request.