

**STUDENT WITHDRAWAL PROCEDURES - AR**

- I. For Students, Age 16, Who Express the Desire to Withdraw
  - A. Referral to appropriate guidance counselor
  - B. Assessment by counselor (motivation to withdraw clarified)
  - C. If a school-based solution appears possible, counselor identifies appropriate alternatives or refers to Student Services Team (SST).
  - D. If a school-based solution does not appear possible, counselor refers case (with documentation) to Supervisor of Student Services for exit interview.
  - E. During exit interview, Supervisor of Student Services meets with both parent and student to discuss all possible educational alternatives.
  - F. If no acceptable alternatives are identified as a result of #5, the withdrawal process is completed.
  
- II. For Students, Age 16, Who Refuse to Go Through the Withdrawal Procedure
  - A. Referral to Student Services
  - B. Investigation conducted by Student Services Worker; home visit if necessary.
  - C. Same as "A.5" above; conducted by Student Services Worker.
  - D. If no acceptable alternative is identified as a result of #3, the withdrawal process is completed; withdrawal statement signed.
  
- III. Administrative Process
  - A. Student withdrawal is only official when certified through the Office of Student Services. Written notification to Principal will be made and will include official withdrawal date and withdrawal code.
  - B. The Principal or Principal's designate is responsible for accurately recording withdrawal information and/or correct data entry.