



## Out-Processing Checklist

### Withdrawal procedures as related to out-processing are as follows:

- During the school year, contact your child's school directly using this checklist as a guide for a smooth transition.
  - During the summer, please contact the school that your child would have attended in the fall of the upcoming school year.
  - For high school students, if parents wish to hand carry records other than the withdrawal form, a 48 hours notification is required in most cases.
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- Notify the school as soon as you receive an estimated departure date
  - Visit school prior to departure to officially withdraw your child from school (**Must be a parent/legal guardian, NO stepparents**)
  - Return all textbooks, uniforms, and library books
  - Return 1:1 devices (Chromebooks)
  - Clear all charges and fines
  - Receive a copy of withdrawal documents and/or records to include IEP or 504 plan if your child is receiving special education services or accommodations (available after completion of the withdrawal process). To receive records **in addition to** the withdrawal form requires 48-hours notice in most cases.
  - Copy of student's health and immunization information
  - High School students should receive a copy of high school transcript and transcript supplement
  - Elementary and middle school students withdrawing during the summer should receive a copy of the last report card