



District Student Withdrawal Form

Student's Name _____ Today's Date _____

Attending: Jr/Sr. High School _____ Allison Park Elementary School _____

Student Date of Birth _____ Current Grade _____ Homeroom/Teacher _____

I, _____ parent/legal guardian of above student am withdrawing my child from the Chartiers-Houston School District effective _____.

I acknowledge that my child will **not** be withdrawn from the district until the district receives a record request from the new school district, please note that students will be marked absent/truant until all required documentation is received.

I am withdrawing my child for the following reason:

____ Moving from district. Name of new district _____
Phone/Fax of new district _____
Address of new district _____

____ Attending Private/Charter/Cyber/Home Schooled Name _____
Phone/Fax of new school _____

____ Student has reached the age requirement for attendance.

____ Student has dropped out/withdrawn by parent/guardian.

____ Student has been given permission to receive a General Employment Certificate.

____ Other _____

Student has returned the following and satisfied all obligations:

____ Laptop Return ____ Charging Cord Return ____ Jet Pack Return
____ Instrument Return* ____ Library Return* ____ Cafeteria Balance Paid in Full*

*Must be completed at appropriate building office.

****Please note that records will NOT be sent to new district unless all obligations are satisfied.****

Parent/Guardian Signature _____ Date _____

Administration Signature _____ Date _____

Withdrawal Date _____ WD Code _____ Status Code _____ Records Request Received _____ Processed _____

Records to be Released:

- PA Secure ID Number
- Standardized Test Results
- Health Records
- Special Education Documents (IEP, CER, Psychological Report, Psychiatric Report, etc.)

Please contact the district Registrar via email kellie.setaro@chartiers-houston.com or call 724-746-1400 x104 for more information.