



LOUDOUN COUNTY PUBLIC SCHOOLS SECONDARY STUDENT WITHDRAWAL / TRANSFER FORM

RT-16

Name of School: _____ Date: _____

Address of School: _____

Phone: _____ Fax: _____

Student Name: _____	Birthdate: _____	Grade: _____
Student ID#: _____	Days Present: _____	Absent: _____ <small>(DURING CURRENT SCHOOL YEAR)</small>

Reason for Withdrawal: _____

Withdrawal Authorized by:

***** _____ Parent or Guardian Signature	_____ Date	Actual Withdrawal Date: _____
_____ _____ Principal or School Designee Signature	_____ Date	Withdrawal Code: _____

Withdrawal to:

_____ Public School	_____ IN or _____ OUT of County
_____ Private School	_____ IN or _____ OUT of State
_____ State Operated Facility	_____ IN or _____ OUT of Country

Receiving School Information:

Name: _____ Phone: _____ Fax: _____

Address: _____

Contact Person: _____ **Special Notes:** _____

Student's Forwarding Address: (if known) _____

Transfer Grades: GRADING SCALE A+ 98-100 B+ 87-89 C+ 77-79 D+ 67-69 F 0-59 LOCKER #: _____
 Effective 2009-10 SCALE A 93-97 B 83-86 C 73-76 D 63-66
 A- 90-92 B- 80-82 C- 70-72 D- 60-62

Period	Course / Teacher Name	Numerical Grade To Date	Textbook Returned (Circle YES or NO) List amount owed if NO	Teacher's Signature
1			YES / NO \$	
2			YES / NO \$	
3			YES / NO \$	
4			YES / NO \$	
5			YES / NO \$	
6			YES / NO \$	
7			YES / NO \$	
8			YES / NO \$	

CHECK LIST: Please have school staff member initial appropriate space below:

_____ Attendance Secretary	_____ Library	_____ Athletic Director
_____ Cafeteria	_____ Parking Permit Returned	_____ Main Office
_____ Clinic	_____ P.E. Department	_____ Bookkeeper, if money owed
_____ Counseling	_____ Technology Assistant	_____ Amount Due \$
		_____ Amount Paid \$

******PLEASE NOTE:** UPON REQUEST the receiving school will be forwarded records, including standardized test scores, immunization records, transcript of grades, withdrawal grades, attendance information and, if applicable, disciplinary record and IEP, including the educational evaluation, psychological evaluation, and the eligibility report. Withdrawal grade is the current grade and may not represent the final grade, based upon time of withdrawal.

THIS FORM IS NOT AN OFFICIAL TRANSCRIPT _____ Date records sent to receiving school
 _____ Signature of staff member sending records Revised 9-18