

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: _____
(DURING CURRENT SCHOOL YEAR)

Reason for Withdrawal: _____

Withdrawal Authorized by:

***** Parent or Guardian Signature _____ Date _____

Principal or School Designee Signature _____ Date _____

Actual Withdrawal 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

Date Withdrawal

Entered into Phoenix: _____

Receiving School Information:

Name: _____ Phone: _____ Fax: _____

Address: _____

Contact Person: _____ Special Notes: _____

Student's Forwarding Address: (if known) _____

Transfer Grades: GRADING 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) <small>List amount owed if NO</small>	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