



LOUDOUN COUNTY PUBLIC SCHOOLS

SECONDARY STUDENT WITHDRAWAL / TRANSFER FORM

RT-16

Name of School: Loudoun Valley High School Date: _____
 Address of School: 340 N. Maple Ave. Purcellville, VA 20132
 Phone: (540) 751-2407 Fax: (540) 751-2408

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: _____ Date Withdrawal Entered into Phoenix: _____
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Withdrawal to:

_____ Public School _____ Private School _____ State Operated Facility	_____ IN or _____ OUT of County _____ IN or _____ OUT of State _____ IN or _____ OUT of Country
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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 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 Revised 9-18