

# 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 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