



LOUDOUN COUNTY PUBLIC SCHOOLS SECONDARY STUDENT WITHDRAWAL / TRANSFER FORM

RT-16

Name of School: BRAMBLETON MIDDLE SCHOOL Date: _____
Address of School: 23070 LEARNING CIRCLE ASHBURN, VA 20148
Phone: 703.957.4450 Fax: 571.349.3260

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 County
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 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 FROM the receiving school 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 will be sent. 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