LOUDOUN COUNTY PUBLIC SCHOOLS

SECONDARY STUDENT WITHDRAWAL / TRANSFER FORM

RT-16

Name of School: Tuscarora High School **Date:** _____

Address of School: 801 North King Street, Leesburg, VA 20176

Phone: 571-252-1907 **Fax:** 571-252-1908

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:_____

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: *Effective 2009-10*

GRADING SCALE

A+	98-100	**B+**	87-89	**C+**	77-79	**D+**	67-69		
A	93-97	**B**	83-86	**C**	73-76	**D**	63-66	**F**	0-59
A-	90-92	**B-**	80-82	**C-**	70-72	**D-**	60-62		

LOCKER #:_____

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