



GWINNETT COUNTY PUBLIC SCHOOLS  
HIGH SCHOOL WITHDRAWAL FORM

Stock # 90850  
Revised 06/15

NAME OF SCHOOL \_\_\_\_\_ 9<sup>th</sup> GRADE ENTRY DATE \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_  
Street City State Zip

**STEP I:**

STUDENT NAME \_\_\_\_\_ HOMEROOM TEACHER \_\_\_\_\_ GRADE \_\_\_\_\_

STUDENT GCPS ID. # \_\_\_\_\_ GTID # \_\_\_\_\_ FTE# \_\_\_\_\_

STUDENT EMAIL \_\_\_\_\_ STUDENT CELL # \_\_\_\_\_

PARENT EMAIL \_\_\_\_\_ PARENT CELL # \_\_\_\_\_

STUDENT NEW ADDRESS \_\_\_\_\_  
Street City State Zip

SPECIFIC REASON FOR WITHDRAWAL \_\_\_\_\_

NEXT SCHOOL OF ATTENDANCE \_\_\_\_\_

Records release form signed by parent/guardian: Yes \_\_\_ No \_\_\_ (Only necessary if student is leaving GCPS)

Is student placed in a special education program: Yes \_\_\_ No \_\_\_ If yes, specific program \_\_\_\_\_

COUNSELOR'S SIGNATURE \_\_\_\_\_

**STEP II (BY MEDIA SPECIALIST)** MEDIA BOOKS RETURNED Yes \_\_\_ No \_\_\_

Title of Book Checked out \_\_\_\_\_ Cost of Book (s) \_\_\_\_\_

Media Specialist Signature \_\_\_\_\_

**STEP III (BY SUBJECT TEACHERS)**

	COURSE NUMBER & TITLE	PRESENT GRADE	ABSENCES		BOOKS RETURNED		TEACHER'S SIGNATURE
			EXCUSED	UNEXCUSED	YES	NO	
1							
2							
3							
4							
5							
6							
7							

**STEP IV (BY TST):** STUDENT NETWORK ACCESS REMOVED: \_\_\_\_\_ (TST's Initials Required)

**STEP V (BY ATTENDANCE ADMIN.):** DATE WTHDRAWN \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ AGE \_\_\_\_\_

**ATTENDANCE:** \_\_\_ # DAYS PRESENT \_\_\_ # EXCUSED ABSENT \_\_\_ # UNEXCUSED ABSENT \_\_\_ # NOT ENROLLED

STUDENT CURRENTLY ON SUSPENSION FROM SCHOOL YES \_\_\_ NO \_\_\_ NOTICE ATTACHED YES \_\_\_ NO \_\_\_

\_\_\_\_ STUDENT HAS DISCIPLINARY RECORD WHICH WILL BE FORWARDED WITH ACADEMIC TRANSCRIPT

\_\_\_\_ STUDENT DOES NOT HAVE A DISCIPLINE RECORD \_\_\_\_\_ STUDENT HAS A (SST) FOLDER

\_\_\_\_\_  
ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
PARENT OR GUARDIAN SIGNATURE

GRADE CODES: A = 90 - 100 B = 80 - 89 C = 74 - 79 D = 70 - 73 F = 0 - 69

**\*DISCIPLINARY RECORDS**

As provided in Georgia Law (O.C.G.A. 10-2-670), students in 6th grade or higher transferring to a new school are required to provide academic as well as disciplinary transcripts to school officials at the new school. In lieu of compliance, a student may be admitted on conditional basis if parent or legal guardian signs authorizing release of all academic and disciplinary records from previous school.

\*\*AS PROVIDED BY GEORGIA LAW, WE ARE REQUIRED TO PROVIDE A CERTIFIED COPY OF ANY DISCIPLINARY ORDER FOR ANY TERM OF SUSPENSION OR EXPULSION OF THIS STUDENT THAT HAS NOT YET EXPIRED. O.C.G.A. 20-2-751-1.