



GWINNETT COUNTY PUBLIC SCHOOLS
HIGH SCHOOL WITHDRAWAL FORM

Stock # 90850
Revised 01/23

NAME OF SCHOOL PHOENIX HIGH SCHOOL 9th GRADE ENTRY

SCHOOL ADDRESS 501 WEST PIKE STREET LAWRENCEVILLE, GA 30046
Street City State Zip

STEP I: (BY COUNSELOR)

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 _____

SRC SIGNATURE _____

STEP II (BY MEDIA SPECIALIST) MEDIA BOOKS RETURNED Yes ___ No ___

Title of Book Checked out _____ Cost of Book (s) _____

Media Specialist Signature _____

Birth Verification in Record Yes ___ No ___

Immunization Certificate in Record Yes ___ No ___

Vision/ Hearing/Dental Certificate in Record Yes ___ No ___

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 = 70 - 79 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 SUPENSION OR EXPULSION OF THIS STUDENT THAT HAS NOT YET EXPIRED. O.C.G.A. 20-2-751-1.**

After filling out the form please download the form to your device, attach it to an email along with a picture of the parent ID to:
Phoenix.records@gcpsk12.org