

STUDENT WITHDRAWAL PROCEDURES - AR

- I. For Students, Age *16, Who Express the Desire to Withdraw
 - A. Referral to appropriate school counselor
 - B. Assessment by counselor (motivation to withdraw clarified)
 - C. If a school-based solution appears possible, counselor identifies appropriate alternatives or refers to Multi-level Intervention Process (MLIP).
 - D. If a school-based solution does not appear possible, counselor refers case (with documentation) to Supervisor of Student Services/designee for exit interview.
 - E. During exit interview, Supervisor of Student Services/designee meets with both parent and student to discuss all possible educational alternatives.
 - F. If no acceptable alternatives are identified as a result of I. E., the withdrawal process Is completed.

- II. For Students, Age *16, Who Refuse to Go Through the Withdrawal Procedure
 - A. Referral to Student Services
 - B. Investigation conducted by Student Services Worker; home visit if necessary.
 - C. Same as "I. E." above; conducted by Student Services Worker.
 - D. If no acceptable alternative is identified as a result of I. C., the withdrawal process is completed; withdrawal statement signed.

- III. Administrative Process
 - A. Student withdrawal is only official when certified through the Office of Student Services. Written notification to Principal will be made and will include official withdrawal date and withdrawal code.
 - B. The Principal or Principal's designate is responsible for accurately recording Withdrawal information and/or correct data entry.

* July 1, 2015 compulsory age for school attendance is 17.
* July 1, 2017 compulsory age for school attendance is 18.

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