



Early Withdrawal Request

Parents/guardians may request to withdraw their student prior to the end of the semester. Early withdrawal requires the student to complete all current course requirements ([Clover Park School District Policy 2410: High School Graduation Requirements](#)) prior to leaving school.

If the student requests to leave earlier than the last day of the semester, one of the following options will be available **at the teacher's discretion**:

1. Withdrawal/Transfer grade will be given to the student (student will transfer to the new school with this grade - it is **not** a transcript/final grade. The final grade will be earned at the new school);
2. Correspondence (teacher and student will correspond by email and/or mail to complete the requirements for the course within the time frame set by the teacher); or
3. Final grade (student will be accelerated and must complete all assignments, projects, exams and/or competency tests before leaving).

If parents/guardians feel more communication is needed, please contact the school principal.

Current high school: _____

Student(s) withdrawing:

Name: _____

Grade: _____

Name: _____

Grade: _____

Parent/Guardian: _____

Military Non-Military

Last day of attendance: _____

Location of transfer: _____
City

_____ State

Official reporting date: _____

Reason for request:

Will student return next school year? Yes No

Parent/Guardian Signature

Date

Principal/Administrator Signature

Date

School/Counselor Signature

Date