



School Departure Form

Moving or withdrawing from CHS?

We are sad to see you go! We hope to help make the withdrawal/transfer process go as smoothly as possible. To begin this process please meet with your counselor and Administrator for approval. Then complete this form and turn into the Registrar in the Main Office as soon as possible. You will receive a Withdrawal/Transfer Form, which must be completed and submitted to our Registrar prior to your last day at CHS. Upon receipt of both completed forms, the Registrar can finalize the withdrawal process and provide you with a copy of your transcript and immunes to help make enrollment in your new school go more smoothly. If you have questions please contact our Registrar at 324-2474. Thank you!

Student Name: _____ Grade: _____

Student's Direct Administrator: _____

Student's School Counselor: _____ Last Day @ CHS: _____

Reason for Leaving CHS: _____

Where you are going next: _____

CONTACT INFORMATION (for new residence if moving, cell number at minimum)

Parent/Guardian Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Additional Numbers: _____

Parent/Guardian Signature

Date

Student Signature

Date

Office Use Only: Withdrawal Checklist for Student Withdrawal

- Above portion completed by student/parent
- Withdrawal Form completed by student
- Confirm Fines on Withdraw Form are entered properly in PS
- Student Drop info – logged in PowerSchool
- Provide student with copy of Transcript/Immunes/Withdraw Form
- Registrar Completes Withdrawal Process in PS
- Send Withdrawal Info Form to Assist Sup. Office
- Print final transcript–attach fine cards/discipline - file in Perm. Records
- File Student Cum File in Withdraw File Cabinet (w/forms included)
- Release of Records from new school received
- Portion of Cum File copied & filed in Withdraw File Cabinet
- Cum File Mailed date: _____ (Office Staff Initials _____)

