

Withdrawal Checklist

Words that are in **bold** and underlined have detailed information on the WITHDRAWAL webpage:
<http://www.cde.state.co.us/dropoutprevention/transitions-withdrawal>

Check Student Situation:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | * Meet the definition of <u>homeless</u> ? |
| <input type="checkbox"/> | * In foster care ? |
| <input type="checkbox"/> | * Meet the definition of a <u>migrant youth</u> ? |
| <input type="checkbox"/> | * Obtained health information and <u>immunization records</u> ? |
| <input type="checkbox"/> | * Special education? |
| <input type="checkbox"/> | * Individual student or family needs (teen parent, family instability, personal social-emotional needs, etc.)? |

Get Future School Plans for Student:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | * Name, address, phone number of school planning to attend |
| <input type="checkbox"/> | * Dates planning to enroll in new school |
| <input type="checkbox"/> | * If student is not planning on continuing school, or there is more than a week of non-attendance planned, notify the appropriate faculty member |

Complete School Withdrawal Forms:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | * Use your school or district's withdrawal process |
| <input type="checkbox"/> | * Have you collected the parents/guardians' updated contact information? (name, address, phone number, email) |
| <input type="checkbox"/> | * Student/family/guardian should be given a withdrawal form/copy of transcript upon withdrawal |
| <input type="checkbox"/> | * Cumulative folders should be sent directly to next school upon school request |