

# ROOSEVELT CHILDREN'S ACADEMY CHARTER SCHOOL

## OFFICIAL WITHDRAWAL REQUEST FORM

An official Withdrawal Request form must be completed for students to withdraw from school. This process can take longer if the student has outstanding fees or school equipment. Upon submitting the request, the student, his parents, or legal guardian must return all their textbooks, library books, laptop, charger, or equipment. Failure to return any equipment may delay the process.

- Only The parent/Legal guardian who enrolled a student(s) may withdraw the student(s)
- Parent /Legal Guardian must provide their new address to the school
- The parent/Legal Guardian must provide the name of the new school to which the scholar will be transferring. If the school is outside New York, The school needs to know the state.

DATE OF REQUEST: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ CURRENT GRADE: \_\_\_\_\_

PLEASE SELECT A REASON FOR WITHDRAWAL:

- ☐ I have moved to a New District
- ☐ I am moving out of state
- ☐ I will be homeschooling my child
- ☐ My child will be attending another Charter School
- ☐ My child will be attending Private school
- ☐ Other( please explain)\_\_\_\_\_

Name of New School: \_\_\_\_\_

Address of New School: \_\_\_\_\_

Student's Old Address	Student's New Address
Parent/Legal guardian Name:	Parent/Legal Guardian phone #
Parent/Legal Guardian Email:	

Signature \_\_\_\_\_ Date \_\_\_\_\_

School Use:

Date Received \_\_\_\_\_

Received by \_\_\_\_\_

☐ Chromebook returned:

Chromebook # \_\_\_\_\_

☐ Charger and Extra charger returned:

Item: \_\_\_\_\_

☐ Textbooks returned:

Books: \_\_\_\_\_

☐ Library book(s) returned

Library Books \_\_\_\_\_

☐ Method of Delivery:

☐ Mailed to Parent: \_\_\_\_\_ (Date)

☐ Contacted Parent that packet is ready on \_\_\_\_\_ (date)

☐ Parent Pick up: \_\_\_\_\_ (date)

☐ Date Completed: \_\_\_\_\_ School Personnel: \_\_\_\_\_