

Withdrawal Checklist

Check Student Situation:

	Meet the definition of homeless ?
	Has student been informed of their right to School or Origin?
	In Out-of-home placement (foster care, kinship care, residential treatment, etc.) ?
	Meet the definition of a migrant youth ?
	Obtained health information and immunization records ?
	Special education ?
	Individual student or family needs (teen parent, family instability, personal social-emotional needs, etc.)?

Get Future Schools Plans for Student:

	Name, address, phone number of school planning to attend
	Dates planning to enroll in new school
	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:

	Use your school or district's withdrawal process
	Have you collected the parents/guardian's updated contact information? (name, address, phone number, email)
	Student/family/guardian should be given a withdrawal form/copy of transcript upon withdrawal
	Cumulative folders should be sent directly to next school upon school request
	Has the parent/youth been provided a copy of the IEP?