



# South Windsor Public Schools

1737 Main Street • South Windsor, CT 06074

Phone: (860) 291-1200 • Fax: (860) 291-1291 • www.southwindsorschools.org

## WITHDRAWAL FORM

<b>Today's Date:</b>	<b>Date of Withdrawal:</b>
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**Student's Last Name, Student's First Name:**

<b>School:</b> <input type="checkbox"/> ET <input type="checkbox"/> OH <input type="checkbox"/> PRS <input type="checkbox"/> PV <input type="checkbox"/> TEMS <input type="checkbox"/> SWHS	<b>Grade:</b>
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<b>Student SASID:</b>	<b>Notes:</b>
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**Student's Current Address:**

**Parent/Student Phone Number:**

**Reason for Withdrawal:**  
 Moving out of South Windsor  Transferring to Different School  Home Instruction  Drop Out/Work  Other

***If transferring to a different school, please indicate new school information below:***

**New School Name**

**New School Address (or City, State if address is unknown)**

<b>New School's Phone Number</b>	<b>New School's Fax Number</b>
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Pursuant to the parent/guardian (or student, if over the age of 18) authorization provided below, the above-named student is being withdrawn from South Windsor Public Schools on the date indicated. Upon receipt of a "Request for Records" from the student's new school (signed by the parent/guardian), or confirmation of enrollment by the new school, the following school records will be released and forwarded: official administrative record\*, psychological, educational and/or speech/language evaluation records; teacher and counselor observations and ratings\*, and health records.

_____ Parent/Guardian Signature	_____ Date
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_____ Student Signature (if over the age of 18)	_____ Date
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*\* Original documents are forwarded to the schools within the State of Connecticut. Copies of original documents are forwarded to schools outside of Connecticut, and originals are retained in South Windsor.*

***Middle and High School Only – prior to withdrawal, confirm that all outstanding financial/property obligations are satisfied:***  
 ChromeBook  Books  Athletics  Other