

WITHDRAWAL FROM SPOTSYLVANIA HIGH SCHOOL

Please notify the School Counseling Office (540-582-3882) of withdrawal of your student. Prior notification will provide the student with an easier transfer and transition to the next school.

- **The custodial parent/guardian** must fill out and sign a Withdrawal Form or statement of withdrawal which states the reason of withdrawal and future educational plans. Home School students must provide proof of enrollment (Enrollment letter, Student ID number) or receive approval from the Home School Office of the Spotsylvania County School Board.
- **The student** must return all classroom/library books and other SHS materials including technology, supplies or learning programs loaned to the student prior to withdrawal. The parent will be billed for any items not returned. The student will be provided with a Check Out sheet which may be taken to the next school upon signature of the Counseling Office.
- **The School Counseling Office** will retain the withdrawal form and a copy of the check out form. Official records will be sent when verification of enrollment and a Record Request is received from the receiving school. Home School students may request an Official transcript sent prior to withdrawal.