



## How to ...

### Parents - Complete the Withdrawal Form

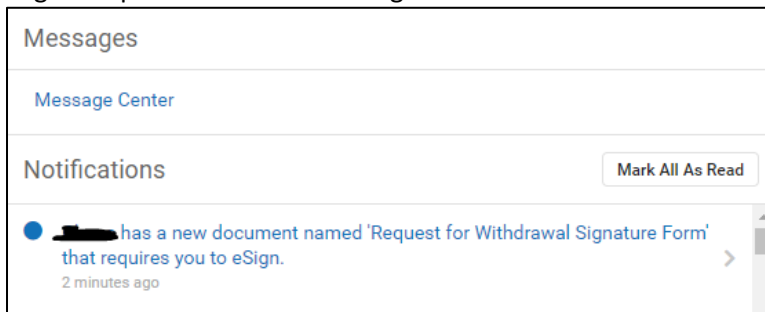
<b>Step 1:</b>	Log into the Parent Portal – Check the Notification Bell
<b>Step 2:</b>	Select the Request for Withdrawal form (or locate on the Documents menu)
<b>Step 3:</b>	Complete all fields
<b>Step 4:</b>	Electronically sign and submit

When a custodial parent/guardian is withdrawing a student, they must submit a request for withdrawal to the local school. Once the notification of withdrawal is received by the local school, the school will create an electronic withdrawal form in Infinite Campus. The parents will need to complete and sign the form electronically through the parent portal.

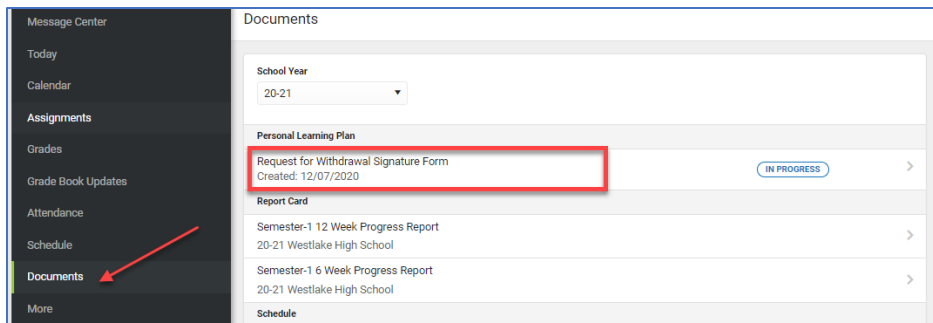
**Step 1:** Open Parent Portal - Check the Notification Bell. If there is a number, it means you have a notification.



**Step 2:** Click on the message “Request for Withdrawal Signature Form”. It will automatically open the document.



**Step 2a:** You can also locate the form by going to the Documents menu and select Request for Withdrawal form for the student



**Step 3:** When the form opens, complete all fields that require information.

- Confirm date of request
- Enter the Last Day of Enrollment (this is the effective date of withdrawal)
- New Student address
- Withdrawal Reason
- Name of Parent/Guardian completing the form

**REQUEST FOR WITHDRAWAL**

A Request for Withdrawal form must be completed for students seeking to withdraw. For withdrawals during the school year, the withdrawal process can require up to one (1) business day from the time you make the withdrawal request to its completion. To expedite the completion of this request, the student(s) is/are to return all his/her textbooks, library books, athletic uniforms and/or any other school provided supplies or equipment. Failure to return school property may delay the process.

Only the parent/legal guardian who enrolled the student(s) may withdraw the student(s). Verification of parent/guardian driver's license or other state issued ID will be required to begin the withdrawal process.

**STUDENT INFORMATION**

DATE OF REQUEST: [ ] LAST DAY OF ENROLLMENT: [ ]

STUDENT ID #: [ ]

STUDENT'S FULL NAME: [ ]

NEW STUDENT ADDRESS: [ ]

DATE OF BIRTH: [ ] CURRENT GRADE: [ ]

**WITHDRAWAL REASON**

I have moved to new FC school zone. Provide FCS school name: [ ]

I am moving out of state. Please provide the new school location: [ ]

I will be homeschooling my child.

My child will be attending a GED program.

I have moved to another Georgia school district. Please provide the new school location: [ ]

I am transferring my child to his/her zoned school.

My child will be attending a private school. [ ]

My child will be attending a charter/virtual/magnet school: [ ]

**AUTHORIZED SIGNATURE**

Administrative Withdrawal:

Non-attendance

Other [ ]

School Official Name: [ ]

NAME PARENT/LEGAL GUARDIAN: [ ]

**Step 4:** Electronically sign the form by clicking the icon . This will allow you to Sign (accept) or Decline. If you sign, the form will show an electronic signature and date or the form will show mark Declined

Sign/Decline Dialog

Click Sign to agree or Decline to disagree. You can change your signature choice until you Submit the document.

Sign Decline Clear

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

Parent/Guardian Signature [ ] Date 12/07/2020

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

**DECLINED** [ ] Date 12/07/2020

To finalize, click Submit

Submit Save Progress Next Action

Once submitted, the following will show in documents until the school finalizes the process which will require up to 1 business day to complete.

Personal Learning Plan

Request for Withdrawal Signature Form

Created: 12/07/2020 - Submitted: 12/07/2020

SIGNED & PENDING