How to …

Parents - Complete the Withdrawal Form

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

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

To finalize, click Submit

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