



## Student Withdrawal Form - Internal

Student's Full Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_ Date Withdrawal is Effective: \_\_\_\_\_

### Withdrawal Checklist:

### Staff Signature:

- Registrar - withdrawal form returned by family
- Athletics - uniforms returned
- Music/Drama- uniforms/costumes/scripts/instruments returned
- Cafeteria - outstanding fees & plan for balance to be returned
- Library - books returned
- Technology - Chromebook returned or fee paid
- Textbooks - returned if borrowed
- Dean of Students - locker check out
- Tuition Office - account status review

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### Notes:

- *Records will not be released to a new school until this form has been fully completed internally at Lansing Catholic High School.*
- *All obligations to Lansing Catholic High School, including financial, must be taken care of by the family before records can be sent.*
- *The new school will also be required to send an official records request for Lansing Catholic High School to send the student's permanent records file.*

Records were sent to: \_\_\_\_\_

Records Sent Date: \_\_\_\_\_ Sent By: \_\_\_\_\_