STAPLES HIGH SCHOOL

70 North Avenue, Westport, Connecticut 06880

Dear Staples Family,

We understand that the decision to withdraw your child from Staples High School is one that has been made with great consideration and that this time can be challenging to manage. We have listed the steps below to ensure that the withdrawal process is completed and school records are forwarded to your child's next learning community as expeditiously as possible. Please note that this process should take a couple days to complete, so we ask that you provide the school with advanced notice of your intention to withdraw so we can work together to complete this process.

1. Notify your child's assistant principal and school counselor at Staples of your intention to withdraw your child, including the last day of attendance.
2. Download and print the *Staples High School Student Withdrawal Packet*.
3. Return all school materials and pay any accountabilities owed to the appropriate department paraprofessionals following the enclosed *School Materials Return Checklist*. (You can view items owed and balances for accountabilities through PowerSchool.)
4. Return the completed *Staples High School Student Withdrawal Packet*, including the *School Materials Return Checklist* and *Notice of Withdrawal to Attend Other Schooling*, to the school counseling department secretary, Fran Geraci (fgeraci@westportps.org).
5. The school counseling department will send your child's records to their future school, withdraw your child from our system, and email you to confirm that your child has been withdrawn along with an unofficial copy of your child's Staples transcript. You will receive notification from the assistant principals' office for any balance owed on accountabilities for lost or missing school materials.

Lastly, be aware that students will no longer have access to their school Gmail, Google Drive, and other technology accounts immediately upon withdrawal and therefore should save any messages, files, or information that they wish to retain prior to withdrawing.

Sincerely,

Staples High School Administration and School Counseling Department

Notice of Withdrawal to Attend Other Schooling

Name of Student (first, MI, last): _____

Current School: _____ Current Grade: _____ SASID: _____

Date of Birth: _____ Teacher (K-5)/School Counselor (6-12): _____

Parent/Guardian(s) (first, MI, last): _____

_____

Current Address: _____

Cell Phone: _____ Email Address: _____

I elect to withdraw my child from Westport Public Schools, effective date: _____

My child will be enrolled in (check appropriate blank):

_____ 01 Transfer within district
_____ 02 Public School in Connecticut
_____ 03 Public School in a different state
_____ 04 Private School non-religiously affiliated in Westport
_____ 05 Private School non-religiously affiliated in Connecticut (not Westport)
_____ 06 Private School non-religiously affiliated in another state
_____ 07 Private School religiously affiliated in Westport
_____ 08 Private School religiously affiliated in Connecticut (not Westport)
_____ 09 Private School religiously affiliated in another state
_____ 10 School outside of the United States
_____ 11 Transfer to a Hospital or other Institution
_____ 12 Charter School
_____ 13 Home Schooling (parent/guardian must complete additional form from Pupil Services Office)
_____ 21 Discontinued schooling
_____ 23 GED Program
_____ 24 Post-Secondary Education prior to graduation
_____ 26 State Approved Magnet School
_____ 27 Adult High School Credit Diploma Program
_____ Other (specify reason): _____

If moving within or out of Westport:

Date of Move: _____

New Address: _____

City: _____ State: _____ Zip Code: _____

Name and address of the public or private school, program, or institution the student will be attending:

Name of School, Program, or Institution: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Prior to my child withdrawing from Westport Public Schools, I understand that all textbooks and other school materials must be returned and that I am responsible for the cost of textbooks and other school materials that are not returned. I understand that my child will no longer be able to access their school Gmail, Google Drive, and other technology accounts immediately upon withdrawal and therefore should save any messages, files, or information that they wish to retain prior to withdrawing.

Parent/Guardian Signature: _____ **Date:** _____

Release of Records

In accordance with the Family Educational Rights and Privacy Act, a student's parent/guardian (or the student themselves if 18 years-old) must provide written permission in order for Westport Public Schools staff to release educational and health information to the future school, program, or institution they will be attending. I authorize Westport Public Schools to send _____ a copy of my child's educational and health records. Included in these
  (future school)
records will be a copy of their transcript/report cards from elementary school, middle school, and high school, grades to date of withdrawal for any middle school or high school courses currently in progress, state and/or national standardized testing results, health/medical records, attendance and discipline records, a copy of this withdrawal form, and any other pertinent information (e.g., proof of guardianship, conservatorship, custody agreement, or other legal documentation). If applicable, the student's special education records, most recent section 504 plan, and/or ESL/EL/ELL identification information and assessment results will be sent to the future school. In addition, I give permission for Westport Public Schools staff to communicate with my child's future school regarding their educational planning.

Student Signature (if 18+): _____ Date: _____

Parent/Guardian Signature: _____ **Date:** _____

Please note that in accordance with Connecticut law, Westport Public Schools will transfer the student's education records to a new school district or charter school in Connecticut upon written notification of such enrollment by the new school district or charter school. If a parent/guardian has not provided written authorization for the transfer of records, Westport Public Schools will notify the parent/guardian at the same time that it transfers the records.

For Office Use Only:

School Official Name: _____
(Principal, Director of Guidance, or Designee)

School Official Signature: _____ Date: _____

Staples High School - School Materials Return Checklist

Department	No - materials not returned; remains an outstanding accountability	Yes - materials returned; accountability has been removed	Department Paraprofessional Signature
English			Mr. Sullivan (room 332)
Social Studies			Ms. McCarthy (room 1048)
Math			Ms. McCarthy (room 1048)
Science			Ms. Fallon (room 3004)
World Languages			Ms. McCarthy (room 1048)
Visual and Performing Arts			Ms. Shaffer (room 455)
Physical Education/ Health			Mr. Doornweerd (room 121)
Athletics			Ms. Garrity (room 189A)
Library			Ms. Harris or Ms. Carlson (LMC)