STUDENTS

Withdrawal of Students

The procedures indicated in this regulation must be followed when a student is withdrawn from Prince William County Public Schools (PWCS). Parents/guardians are strongly encouraged to complete the student withdrawal process in person and sign the Record Data Disclosure Information Form. In addition, during the school year, parents/guardians may be asked to sign the PWCS Student Withdrawal Form. These forms will be provided to the parent/guardian upon initiation of the withdrawal process at the student’s enrolled school.

When a student leaves PWCS, the school will obtain written or electronic documentation to ascertain the reason for withdrawal. Students whose parents/guardians execute official withdrawal procedures shall be recorded as withdrawn according to the appropriate exit/withdrawal code.

The following process must be followed when a student is withdrawn from the School Division:

I. The registrar or secretary will:

   A. Request withdrawal grades from the student’s teachers who will complete the PWCS Student Withdrawal Form and indicate whether all textbooks have been returned.

   B. Verify that all library books, uniforms, and equipment have been returned and all fees and monies owed to the school have been paid in full.

   C. Withdraw the student from the electronic student information system using the appropriate withdrawal code.

   D. Provide a copy of the PWCS Student Withdrawal Form to the parent/guardian. Exception: A parent/guardian who is moving out of the country will receive a copy of the Student Educational Record in a sealed envelope. This should be documented on the Record Data Disclosure Form.

II. The Record Data Disclosure Form maintained in the Student Educational Record must be signed by the parent/guardian if applicable. A copy of the request for records from the receiving school will be placed in File 1 of the Student Education Record.

III. The Student Educational Record will be maintained at the school until documentation from the next school is received indicating that the student has enrolled.

   If necessary, the withdrawal code will be adjusted based on the records request or lack thereof. The test results, special education status, if applicable, and other documentation requested by the new school will be forwarded. Once documentation has been sent to the student’s new school, PWCS will retain the scholastic record for 90 days and then send the Student Educational Record to the Records Center.
IV. If the school does not receive verification that the withdrawn student has enrolled in another school, contact is to be made with the receiving school indicated on the PWCS Student Withdrawal Form and enrollment verification requested. If no verification is received, the school must hold the Student Educational Record until the end of the school year, while continuing to seek verification, before sending the record to the PWCS Records Center. All attempts to communicate with the receiving school are to be noted on the Record Data Disclosure Form. If no verification is received, schools must update the exit code to reflect W880, as well as provide the applicable W8 reason. Exceptions to this requirement include but are not limited to: W3xx and W5xx withdrawals when the parent/guardian and/or eligible student has completed the withdrawal process and provided official acknowledgment of their intent to withdraw the student from PWCS (i.e., original signature, electronic communication/signature) and/or a PWCS attendance officer or designee has received verification which should be inserted within the Student’s Education Record for reference.

V. If a student transfers from PWCS more than 15 school days before the end of the school year, the school will forward the necessary records to the receiving school. The school will take no official action regarding promotion or retention of the student but will leave such action to the receiving school. The appropriate exit/withdrawal code is to be used at the time the student is withdrawn from school.

VI. If a student transfers from PWCS within the last 15 school days of the school year, the school will follow the same procedures used for students who complete the school year. It may be necessary for the school to make provisions for these students to take final exams prior to exiting the school. No exit/withdrawal code should be entered.

VII. If the parent/guardian and/or eligible student does not complete the formal withdrawal process, the school should make every attempt to determine the next school placement and enter the appropriate withdrawal code in the electronic student information system.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.