

WITHDRAWAL FROM SCHOOL

FILE: JFC

TITLE: Student Withdrawal

POLICY:

The School Board of Orange County, Florida ("Board") hereby establishes the following policy governing student withdrawal from schools.

- (1) A student of compulsory school age may be withdrawn from school upon the request of the parent or legal guardian. The parent or legal guardian of a student who has not attained the age of eighteen (18) shall indicate the school to which the child is being transferred or the town to which the family is moving if the family is moving out-of-county. Public school students who have attained the age of sixteen (16) and who have not graduated are subject to compulsory school attendance until the formal declaration of intent to withdraw is filed with student and parent or legal guardian signatures and completed with a required interview as defined by the relevant Florida Statutes.
- (2) Withdrawal of non-attending students may be administratively accomplished after attendance personnel have investigated the non-attendance and have reported a legal reason for withdrawal as set forth in the district's attendance procedures.
- (3) The proper withdrawal form shall be sent to the principal's office, or designee, when a student withdraws from school for any reason. This information shall be required for students who transfer to another school and who may subsequently need a transcript of their school record.
- (4) Upon withdrawal, all Board property, including, but not limited to: instructional materials, electronic devices, digital devices, and other technology, must be returned to the school from which the student withdraws within forty-eight (48) business hours.

SPECIFIC AUTHORITY:

Sections 1001.42; 1003.21; 1003.24; 1003.25;
1003.26; 1006.07, Florida Statutes

ADOPTED: 11/17/08

REVISED: 9/29/15