WITHDRAWAL FORM FOR STUDENTS

Date: ____________________________

Month    Day    Year

EAST KNOX LOCAL SCHOOLS
23227 COSHOCTON
HOWARD, OH 43028
Phone: 740-599-7000

Section I: To be filled in by the student/parent/guardian:

What year is/was student scheduled to graduate:_________

Student's Name__________________________________________
Birthdate:_____________________________________ Grade:__________

Students Present Address
__________________________
Street
City Zip

Student's Phone Number: ____________________________________ (if 18 years or older)

Parent/Guardian's Name_______________________________________
Phone Number______________________________________

Receiving School District:________________________________________

Receiving School District's Phone Number: ____________________________ Fax Number:

I verify that my child is withdrawing as of the above date and that his/her transcript and any other relevant information may be released to the receiving school district when this form has been properly completed/approved, submitted to the Main Office, and all fines have been paid.

Parent/Guardian Signature_______________________________________

Teachers, please fill in the information requested below:

Section II: If a student returns a book in a lesser condition than it was issued, please indicate the fine owed. Fines for laboratory materials may also be noted here. If the student does not return a book, please complete Section IV.

<table>
<thead>
<tr>
<th>Class</th>
<th>Current Grade</th>
<th>Textbook Returned</th>
<th>Fine</th>
<th>Teacher Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st period</td>
<td>__________</td>
<td>__________</td>
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<tr>
<td>2nd period</td>
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<td>9th period</td>
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</tr>
</tbody>
</table>

Section III: (Fees and Equipment)

School Fee(s) Amount Due: ___________________ Signature of Office Secretary:____________________

Cafe Fee(s) Amount Due: ___________________ Signature of Cafeteria:____________________

Additional (explain) Fees:____________________ Signature of Authorized Personnel:____________________

Section IV: Lost Textbooks/Library Books

Title of Book | Edition | Condition Issued | Fine Owed |
--------------|---------|-----------------|-----------|
_________________________________________ | ____________________ | ____________________ | ____________________ |
_________________________________________ | ____________________ | ____________________ | ____________________ |
_________________________________________ | ____________________ | ____________________ | ____________________ |

"Official" only when signed by an East Knox Administrator:______________________________________ Date: ________________

Withdrawal Form 3/2019