

**WITHDRAWAL FORM FOR STUDENTS**

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

Date: \_\_\_\_\_  
 Month Day Year

**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 her. If the student does not return a book, please complete Section IV.

Class	Current Grade	Textbook Returned	Fine	Teacher Signature
1st period _____	_____	_____	_____	_____
2nd period _____	_____	_____	_____	_____
3rd period _____	_____	_____	_____	_____
4th period _____	_____	_____	_____	_____
5th period _____	_____	_____	_____	_____
6th period _____	_____	_____	_____	_____
7th period _____	_____	_____	_____	_____
8th period _____	_____	_____	_____	_____
9th period _____	_____	_____	_____	_____

**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:** \_\_\_\_\_