

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Withdrawal From School
Code	208
Status	Active
Adopted	May 10, 2010
Last Revised	February 10, 2020

Purpose

The Board affirms that even though law requires attendance of only students of compulsory school age, it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful life beyond school. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Authority

The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. District resources and staff should be utilized to assist the student in pursuing career goals.

No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.

The withdrawal of students attending college full-time shall be approved. [\[6\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to govern a student's withdrawal from school.

Guidelines

Should a student decide to withdraw from school for any reason, s/he shall follow these guidelines:

1. Secure a withdrawal form from the Guidance Office.

2. Have all classroom teachers sign the form and record grade to date.
3. Have the school principal sign the form.
4. Return the withdrawal form to the Guidance Office.
5. Turn in all books to classroom teachers and any library books to the librarian.

Counseling services shall be made available to any student who wishes to withdraw.

Information shall be given to help the student to define educational and life goals and help plan the realization of those goals.

Students shall be informed about the tests for General Educational Development.

The building administrator shall ensure the timely return of all district-owned supplies and equipment in the possession of the student.

Legal

1. [24 P.S. 1326](#)
2. [24 P.S. 1327](#)
3. [22 PA Code 11.13](#)
4. [22 PA Code 12.1](#)
5. Pol. 204
6. [22 PA Code 11.4](#)