

Student Withdrawal Form

Note: Please turn in this form at least two weeks before your student's last school day to ensure that you are able to pick up the complete school record. The record can be picked up in the school office on the student's last day of school. (Updated Aug 16, 2017)

Date of Request:		Grade Level:	
Date of Withdrawal:			

STUDENT INFORMATION	Name:		Student ID:	
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PARENTS INFORMATION

Father's Full Name:		Mother's Full Name:	
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PRESENT (1) and PERMANENT(2) ADDRESS

1.	
2.	
Phone:	E-mail:

The students will be attending/transferring to the following school: (please include full name of school and address)

Student should have teachers and staff complete the following and sign where indicated:

Locker(s) cleared:		Library Book(s) returned:	
Chromebook returned (IT): (All MS and HS students)		Yearbook to be received?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Textbooks/materials returned:

Name of Subject/Teacher	Returned? Teacher initial		Name of Subject/Teacher	Returned? Teacher initial	
	Yes	No		Yes	No

Continuing Enrollment Options:

Every CMIS student has placed a Continuing Enrollment Deposit on file with the Finance Office to confirm their continued enrollment at CMIS. When your child withdraws, you have the following options:

- Receive a refund:** Families who do not expect to return to CMIS in the future may receive their refunded Continuing Enrollment Deposit once all financial and academic records have been cleared.
- Maintain eligibility to return:** As long as the Continuing Enrollment Deposit is on file with the CMIS Finance Office, the student is eligible to return, within 3 academic years, to the same funding category in which they were classified upon withdrawal. Returning students will be given priority acceptance to return to CMIS, contingent upon their academic eligibility and space availability.

*Any student who withdraws and chooses to take the refunded Continuing Enrollment Deposit, but then applies to return to CMIS in the future, will be considered a **NEW STUDENT** for tuition and fee purposes, and will be classified in the Standard Tuition Category unless otherwise eligible for a reduced rate.*

I understand my options regarding the Continuing Enrollment Deposit, and I choose to: (the parent would check the box)

<input type="checkbox"/> Request a refund	<input type="checkbox"/> Leave the deposit on file with the Finance Office
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Parent Signature:		Contact Phone:	
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FOR OFFICE USE ONLY (FINANCE OFFICE)

Date Received:		Received by:		Refunded Deposit:	
Fees Check:		Deposit remains on file for future return:		Copy to Registrar's Office	