

WITHDRAWAL INFORMATION

WHAT YOU NEED TO KNOW WHEN YOU WITHDRAW YOUR STUDENT.....

WHEN IS THE BEST TIME TO WITHDRAW A STUDENT?

The **end** of a quarter marking period is **GOOD**, the **end** of a semester is **BETTER**; however, the **end** of the school year or during the summer is **BEST**. Dates for the quarter marking periods and semester breaks can be found in the current student handbook. We recommend you call your new school prior to withdrawing your student. You will want to know if they are on a traditional semester schedule, block or trimester schedule. Transferring mid year can be difficult for a student and our primary concern is the student does not lose credit.

WHO CAN WITHDRAW A STUDENT?

A custodial parent or legal court appointed guardian. Be prepared to present picture ID. Verification will be made to be sure you are on the student's personal information card. The person who is the emergency contact can only withdraw a student if they are the custodial parent or legal court appointed guardian.

ACTUAL WITHDRAWAL IS A TWO STEP PROCESS:

1ST STEP --BOOKSTORE where you return books, pay fines, and obtain a clearance slip.

Parent and student should go to the **BOOKSTORE** located in the administration building. Return all books the student may have (including those from previous years), as well as pay outstanding fines. Return current ID card. Be sure all Media Center items including library books have been returned. Personal property belonging to a teacher such as paper back books, calculators, and classroom issued books. All clothing items such as uniforms for choir, sports and NJROTC need to be brought in. Outstanding equipment, music folders or instruments not belonging to you must be returned. Freshman candy money, and/or other fund raiser monies, summer school, night school, and/or return check fees must be paid.

2nd STEP -- RECORDS OFFICE where you obtain a withdrawal slip.

Parent and student should go to the **RECORDS OFFICE** also located in the administration building in the counseling center to complete the withdrawal process. During the school year a student can not be registered at a school in or out of state without the withdrawal form from the records office.

HOW LONG DOES THIS PROCESS TAKE?

Providing all debts are clear the withdrawal process takes only minutes.

WHAT IS AN UNOFFICIAL TRANSCRIPT?

A transcript that is stamped unofficial can be taken to the new school to register your student. Credit can not be applied from an unofficial transcript. It will provide the registering school with the information it needs to place your child in the proper classes. The new school will request an official transcript from Cortez High School.

WHAT IS AN OFFICIAL TRANSCRIPT?

An official transcript is stamped and sealed. It should be opened by the registrar at the new school. When verification that all debts are clear from each teacher and withdrawal grades are completed an official transcript will be issued to the requesting school.

WHAT ARE TRANSFER GRADES?

These are grades submitted by each teacher indicating grades the student has earned up to the time he/she left their class. Grades are listed on the official transcript when it is mailed. The new school will need these grades to give the teachers some guidance as to how the student is performing in that class. Not all grades may transfer. It may depend on the availability of classes at the new school.

WHAT ABOUT ANY ABSENCES ACCUMULATED?

Absences your student has accumulated through the current semester will carry over to the new school.

WHAT ABOUT IMMUNIZATION (SHOT) RECORDS?

Immunization records, if available, will be included on the transcript unless you indicate otherwise.

WHAT ABOUT AIMS AND OTHER TEST SCORES?

Transcripts contain all test scores available at time of withdrawal.

WHAT WILL THE NEW SCHOOL NEED?

The new school will want a withdrawal slip, unofficial transcript, current immunization records, test scores and a copy of the student's birth certificate.

WHAT IF WE MOVE OVER THE SUMMER?

Call Mel Wolinski, Credentials Secretary in the records office 623-915-8204. (If your move is during the summer shut down please leave a message at the above number so we may get back with you.)

1. Call the records office as soon as possible. It is imperative that we know if your student will not be returning to Cortez High School the next school year.
2. Students need a current transcript, immunization record, birth certificate, and current test scores.
3. We need to know the name of the school or if outside Arizona, the name of the state your student will be attending.

WHO DO I CALL IF I HAVE OTHER QUESTIONS?

You will call Mel Wolinski, the Credentials Secretary, at 623-915-8204.