



# Killian Middle School

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## Withdrawal Procedures for Killian Parents

### **3 to 5 days before Student's last day of school:**

Parent/Guardian completes a "Letter of Intent to Withdraw" and turns it into the office, or has the student turn it into the office. The form can be located on KMS' website or in the office.

Student finds all school materials (text books, library books, etc.) that belong to KMS. Library materials go to the library for check-in. Text books go to the Attendance Office.

### **1 to 2 day/s before Student's last day of school:**

The student needs to go to the Attendance Office before school to receive their withdrawal grade form. This is the form that will be taken around to each of their teachers to receive their final grade.

During the final two days, as they go about their day, they will get the following signatures:

**Librarian's signature**, verifying that all library resources have been returned.

**Nurse's signature**, verifying that there are no medications that need to be taken home.

**Cafeteria Manager's signature**, verifying that they do not owe money on their lunch account. This should be on the **last day**.

Both the **main locker and the gym locker** should be **emptied** of everything - including trash.

**At 3:00 during the final full class of the day**, after they receive their final teacher's withdrawal grade, they should bring the completed form to the Attendance Office.

**The parent will need to pay for any balances owed to KMS at this time.** Once in the Attendance Office, the Assistant Principal will complete the Withdrawal Form once all balances are paid in full.

Copies will be made of the withdrawal form for you to use to enroll your student in their new school.

The withdrawal form includes: Student Name, Grade, Classes taken, Grades up to that point, immunizations, attendance record, and any special program information.