



KILLIAN

MIDDLE SCHOOL
EST. 2007



2561 FM544, Lewisville TX 75056

469-713-5977

KAPPELK@LISD.NET

End Of Year Withdrawal Tasks

If your student will be leaving us after completing the 2020/2021 school year, please complete the form found on the KMS website: Our School/Registration/Forms: **Intent to Withdraw Over Summer.**

TEXTBOOKS and LIBRARY BOOKS

Your student will need to ask the KMS Librarian (via [email:PINCHOTR@LISD.NET](mailto:PINCHOTR@LISD.NET), WebEx or in person) if they have any library books to return. Please return any outstanding library books to the library. Any books that are lost need to be paid for before the end of the year. Return Textbooks to AP Fuller. For replacement cost, email FULLERJE@LISD.NET.

IPAD

If your student has a District-issued Ipad, please return that to the Library along with all accessories or payment for any lost and/or broken accessories:

Ipad – we will check for broken screen, District ID sticker

Ipad Keyboard – we will check it is in working order with no major defects. If broken, cost is between \$40 - \$250 depending on how often it has been broken

Ipad Cord – an Apple Cord was provided to your student. If lost, please pay \$17.50 for replacement

Ipad Charger – an Apple Ipad Charging Block was provided to your student. If lost, pay \$17.50 for replacement

INSTRUMENT

If your student has a District-issued Instrument, please return that to their teacher

CHOIR

If your student received a formal Choir Robe or tie/pants, please return to the Choir Director.

ATHLETICS

If your student received sports uniforms, please return them to their Coach. If your student keeps extra sports equipment (clothes/shoes) at school, make sure you pick them up.

LUNCH

If your student bought lunch in the cafeteria, please check the balance and pay any negative balance.

MEDICATION

If your student has medication in the Nurse's office, please stop by and pick it up.

SKYWARD

Please remember to log in to your student's Skyward Portfolio and save a copy of all available report cards and any shot records for your personal records. Once your student is inactive in Skyward, you will no longer have access to those documents.

End of year withdrawals are different from mid-year withdrawals in that there are NO WITHDRAWAL GRADES or a WITHDRAWAL FORM. Grades are still being tabulated and input into Skyward after the last day of school. Because of that, when you go to enroll your student at their new school, they will ask for Killian's information so records can be requested officially. That official hand-off is what is required to ensure your student doesn't show up as a drop-out in the state of Texas. Once we receive the record request from their new school, **ALL SCHOOL RECORDS** will be sent securely and confidentially to the requesting school.

We wish you luck in your new school! Please contact the registrar, KC Kappel, at KAPPELK@LISD.NET for questions.