

STUDENT WITHDRAWAL

Background

School District No. 57 seeks to support all students in their academic programming. A formal procedure for student withdrawal from a course of studies or a particular subject is required to ensure that academic study decisions are made with due consideration for the best interests of the students involved and in consultation with students and their parent/guardian(s).

The school district acknowledges that there may be valid reasons for a student to withdraw from a course of studies or from a particular subject. It is expected that a formal procedure will be followed, typically involving the principal/vice principal of the school. In special circumstances, the district staff person responsible for the school may also be involved.

Procedures

1. Upon the request of the parent/guardian(s) of the student, or when appropriate, the student, the Principal/Vice Principal may grant permission to a student to withdraw from a course of studies or subject.
2. It is expected that schools will develop their own school-specific procedure for written withdrawal requests in order to facilitate student tracking and record purposes.
3. In special circumstances, the district staff person responsible for the school, typically an Assistant Superintendent may grant permission to a student to withdraw from a course of studies or a subject. In these cases, it will be expected that the request will be submitted on the form developed by the school of origin.
4. Where a change of schools is involved, student records will be held until requested by another educational institution.