

SUN AREA TECHNICAL INSTITUTE

SECTION: PUPILS

TITLE: WITHDRAWAL FROM SCHOOL

ADOPTED: March 21, 2002

REVISED:

208. WITHDRAWAL FROM SCHOOL	
1. Purpose SC 1326	The Joint Operating Committee affirms that while statute requires attendance of a student only between the ages of eight (8) and seventeen (17), it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful life beyond school.
2. Authority	<p>The Joint Operating Committee directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. The resources of the center should be utilized to assist the student in pursuing career goals.</p> <p>No student of compulsory school age will be permitted to withdraw without the written consent of a parent and supporting justification.</p>
3. Delegation of Responsibility	The Administrative Director or designee shall develop procedures to govern a student's withdrawal from school.
4. Guidelines	<p>Student withdrawals and transfers must be coordinated between the sending school and the center. The student must notify the office and give reason for leaving, after which they must complete the necessary withdrawal form at the sending school and the center. In completing the withdrawal form, it will be necessary for the student to obtain the signature of the instructor. The signature indicates that the student does not have any debts incurred for books, tools, supplies, dental services, etc.</p> <p>All of the above listed items must be completed before the final release will be signed by the Administrative Director. Teachers are asked not to withdraw a student until they receive proper notification from the office. A student is not to be considered withdrawn by verbal communications.</p>