

STUDENT WITHDRAWAL

Last Name	First	Middle	Student ID		
Address		City	State	Zip	Grade
School Name			Home Room or Counselor		

Required for All Students

Withdrawals shown in bold require a letter (e-mail is acceptable) signed by a parent or guardian informing the school of the withdrawal date, reason, and where the student is going. This signed form may also be used to satisfy the letter requirement:

➡ Parent or Guardian Signature _____ Date _____
 _____ Phone Number _____
 New Address Street _____ City _____ State _____ Country _____ Zip Code _____
 Transferring to (school name and state) _____
 (or school name and country)

Below is for FCPS Use Only

Withdrawal Code _____		Withdrawal Date _____	
W1S Tfr to Homebound, Same FCPS	W3O Tfr to Full-Time College	W84 W/D, Family	
W1T Tfr fr Homebound, Same FCPS	W3P Tfr Job Corps or Proj Challenge	W85 W/D, Financial Hardship	
W1U Tfr to Home-based, Same FCPS	W3Q Tfr to Non-US School	W86 W/D, Employment	
W1V Tfr fr Home-based, Same FCPS	W3R W/D, Authority of US Fed Gov	W87 W/D, Moved-Status Unknown	
W0E Tfr to ISAEP or Grants	W4A Tfr to Non-Fx Cnty VA Public	W88 W/D, Maximum Age	
W2B Tfr to Another FCPS	W4B Tfr to VA State-Oper Institutn	W89 W/D, Expulsion	
W2E Tfr fr ISAEP or Grants-590 use only	W5A Tfr to Non-VA US Public School	W8A W/D, Parental Privilege	
W3F Tfr to Priv Non-Relig Fx Cnty	W6A Withdrawn, Deceased	W8B W/D, PK Student	
W3G Tfr to Priv Non-Relig in VA	W7A W/D, Graduated with Diploma	W8C W/D, Personal Choice	
W3H Tfr to Priv Non-Relig in US	W7B W/D, Completed Other Credentials	W8D W/D, Postgraduate	
W3J Tfr to Priv Religious Fx Cnty	W7C W/D, Previous-Year Graduate	W9A W/D, 15 Cons Days Absnt-Other	
W3K Tfr to Priv Religious in VA	W80 W/D, Incarceration at Adult Jail	W9B W/D, 15 Cons Days Absnt-Illness	
W3L Tfr to Priv Religious in US	W81 W/D, Achievement Problems	W9C W/D, 15 Cons Days Absnt-Suspsn	
W3M Tfr to Home School	W82 W/D, Behavioral Difficulties		
W3N Tfr to VA Charter School	W83 W/D, Health Problems		

W3Q – School staff must document the conversation with the parent or guardian verifying the intent to transfer to a foreign school; no official parent signature or letter is required. Documentation must be kept in the student’s file.

When a student does not return to school and the parent or guardian fails to provide written notice, this form serves as documentation of the withdrawal. If FCPS school staff members believe that the student has moved without notification (W87), they should contact the parent at the last known address or contact the school **attendance officer** for follow-up.

Required for Middle and High School Students

	Course	Teacher	Mark to Date	Textbook Received	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					

Signatures for Clearance (Where Applicable)

Clinic	Tech Team
Library	Student Information Assistant
Finance	Counselor Other

➡ School staff should keep the withdrawal letter or e-mail, IT-2 or IT-110 form, W3Q documentation, and **all transcript requests** in the student's file.