

# Wilson County Board of Education

Policy Description:  Withdrawals	Policy Number: 6.207	Amended Date: 06/04/07
	Rescinds: 400-IB12	Issued: 08/96

1 Parents/guardians shall notify the school principal when it is known that their child will be withdrawing from  
2 school.

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4 If a student drops a class or withdraws from school during a grading period, each teacher will record on the  
5 withdrawal form, grade sheet and permanent record the grade attained as of the date of withdrawal.

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7 The principal will ensure that all information is completed on a student's records before a transcript is sent to  
8 another school.

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10 All textbooks must be turned in and all financial obligations met before a transcript is sent.

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