ATLANTA PUBLIC SCHOOLS OFFICIAL WITHDRAWAL REQUEST FORM

An Official Withdrawal Request form must be completed for students who withdraw.

For all withdrawals during the school year, the withdrawal process is completed at the school enrolled. Atlanta Public School requires 24 hours to complete the withdrawal packet from the time you make the request. However, this process can take longer if the student has outstanding fees or school equipment. Upon the request, the student (s) is/are to return all of his/her textbooks, library books, athletic uniforms and/or any other school-provided supplies or equipment. Failure to return school property may delay the process.

For withdrawal during the summer months, you may drop off, mail or fax your request to the last school your child was enrolled in. The school staff will notify you when your records are available or you can request to have your records mailed to you.

- Generally the parent /legal guardian who enrolled the student(s) may withdraw the student(s).
- We must have a copy of your driver's license or other state issued ID to begin the withdrawal.
- We must have a copy of a utility bill or lease for your new address that you are moving to before we can begin the withdrawal.
- We need to know the name of the school to which your student will be transferring. If the school is outside Georgia, we need to know the name of the state.

DATE OF REQUEST:					
STUDENT'S FULL NAME:					
DATE OF BIRTH:		CURR	CURRENT GRADE:		
SCHOOL ENROLLED:				_	
Please indicate reason for withdrawal: I have moved to new APS school zone I am moving out of state I will be homeschooling my child My child will be attending a GED program My child will be attending a charter school/virtual ch		☐I aı ☐My ☐My al charter school			
PLEASE PRINT					
	OL:				
	if known):				
	:				
	UARDIAN:				
	E #: WORK #:_				
Parent/ Legal Guardian S	ignature			Date	
Please indicate if you wo	uld like to 🗌 pick up your	records or 🔲 ha	ave your records mai	iled to you	
School Use Only					
Date Received:	Time	Received:	Received by:_		
Request delayed: Owe for textbook Uniform/Equipment Library Book(s)	Book(s)/Amount(s): Item:_ Books(s):				
Delivery ☐ Mailed to Parent on:_	(date)	☐Notified par	rent that packet reac	dy on	
Date Completed:		School Personr	nel:		