

# ATLANTA PUBLIC SCHOOLS OFFICIAL WITHDRAWAL REQUEST FORM

An Official Withdrawal Request form must be completed for students to withdraw. This process can take longer if the student has outstanding fees or school equipment. Upon submitting the request, the student is to return all of his/her textbooks, library books, uniforms and/or any equipment. Failure to return textbooks, library books, uniforms and/or any equipment may delay the process.

- Only the parent /legal guardian who enrolled the student(s) may withdraw the student(s).
- APS must have a copy of your driver's license or other state issued ID to begin the withdrawal.
- Parents /Legal Guardian should provide your new address.
- APS needs to know the name of the school to which your student will be transferring. If the school is outside Georgia, APS needs the name of the state.

Date of Request: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Grade: \_\_\_\_\_

**Please Select Reason for Withdrawal:**

- |  |   |
|--|---|
| <input type="checkbox"/> I have moved to new APS school zone                               | <input type="checkbox"/> I have moved to another school district            |
| <input type="checkbox"/> I am moving out of state  | <input type="checkbox"/> I am transferring my child to his/her zoned school |
| <input type="checkbox"/> I will be homeschooling my child                                  | <input type="checkbox"/> My child will be attending at a private school     |
| <input type="checkbox"/> My child will be attending at a charter school                    | <input type="checkbox"/> My child will be attending a GED program           |
| <input type="checkbox"/> My child will be transferring to Alternative School               |   |
| <input type="checkbox"/> My child granted transfer to attend another Atlanta Public School |   |

Other: \_\_\_\_\_

**NAME OF NEW SCHOOL:** \_\_\_\_\_

**ADDRESS OF NEW SCHOOL:** \_\_\_\_\_

New Student Address:	
Parent/Legal Guardian Name:	
Home #:	Cell #:
Work #:	Email #:

\_\_\_\_\_  
Print Name Signature Date

School Use  
Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Received by: \_\_\_\_\_

**Request delayed:**  
 Owe for textbook Book(s)/Amount(s): \_\_\_\_\_  
 Uniform/Equipment Item: \_\_\_\_\_  
 Library Book(s) Books(s): \_\_\_\_\_

**Delivery**  
 Mailed to Parent: \_\_\_\_\_ (date)  
 Contacted Parent that packet ready on \_\_\_\_\_

Date Completed: \_\_\_\_\_ School Personnel: \_\_\_\_\_