

WITHDRAWING STUDENTS FROM SCHOOL

PARENT OR GUARDIAN MUST **COME IN TO THE GUIDANCE OFFICE TO SIGN THE WITHDRAWAL FORM, OR SEND A WRITTEN NOTE TO THE STUDENT'S COUNSELOR.**

**THIS NOTE MUST CONTAIN A PHONE NUMBER OF THE PARENT AND A NAME OF THE SCHOOL/STATE WHERE STUDENT IS GOING. PLEASE SIGN AND DATE THE NOTE.**

**OUR COUNSELOR WILL CALL TO VERIFY THIS INFORMATION BEFORE WE CAN RELEASE THE STUDENT.**

PLEASE GIVE GUIDANCE **ADVANCE NOTICE** IF YOU KNOW YOU WILL BE LEAVING MHS. WE MAY THEN PREPARE THE WITHDRAWAL FORM TO BE HAND CARRIED TO EACH CLASS BY THE STUDENT ON THEIR LAST DAY OF SCHOOL.

TEACHERS MUST CLEAR YOUR STUDENT, RETRIEVE THEIR TEXTBOOKS, UNIFORMS, FEES, ETC. TO GIVE A TRANSFER GRADE FOR THE NEW SCHOOL. PLEASE CALL GUIDANCE AT (904) 213-2108 IF YOU NEED ADDITIONAL INFORMATION.