THE SCHOOL DISTRICT OF PHILADELPHIA

Office of Student Enrollment and Placement
Suite 111
440 North Broad Street
Philadelphia, PA 19130
Ericka L. Washington, Deputy Chief

In accordance with District Policy 208 which states, *"No Student of compulsory school age shall be permitted to withdraw without the written consent of a person in parental relation and supporting documentation,"* a student withdrawal form with proof of enrollment to another school is required to have a student withdrawn from the School District of Philadelphia. **Failure to comply will result in the pursuit of truancy, and the student will be reported as a drop-out.** The withdrawal form and all supporting documentation **must** be uploaded to the student's "Person Documents" in Infinite Campus (SIS).

STUDENT WITHDRAWAL FORM (Please Print)

Student Information

Today's Date:	Student ID Number:	Student's Date of Birth:	Student's Age:

Student's Last Name:	Student's First Name:	Student's Middle Initial:

Reason for Withdrawal / Withdrawal Code:

☐ WD02: Student transferred to another public school District or public charter in Pennsylvania
Name of school (required)_____

☐ WD03: Student transferred to a private or nonpublic school in Pennsylvania
Name of school (required)_____

☐ WD03: Student transferred to a school out of the state of Pennsylvania or moved out of the United States
Name of school (required)_____

Parent/Guardian Name:		Date:	
Signature of Parent/Guardian:			

To be Completed by School/District Representative

Verification of Transfer Completed By:	Title/Position:	Date of Verification

How was verification completed:

Please check all that apply: ( ) Telephone   ( ) Home Visit   ( ) Fax   ( ) Email   ( ) Other
_____

Infinite Campus (SIS) Withdrawal Date:	Notes (if needed):	Grade Student is Exiting:

Signature of School/District Representative:		Date:	