



A.D. HENDERSON SCHOOL/FAU HIGH SCHOOL

Withdrawal Procedures

Please Note:

A student's withdrawal from A.D. Henderson University School/FAU High School does not become official until the date the School Registrar receives the student's completed withdrawal and exit interview form.

- Parents please notify the school **at least three days in advance** of the student's withdrawal. **Parents must complete the official withdrawal form.**
- **Teachers must sign off on the Exit Interview Form during the student's last day of attendance.** The student is responsible to have each teacher sign off on the Exit Interview Form. At the end of the day the student must submit the Withdrawal Form and Exit Interview Form to the front office staff or the form can be e-mailed to the School Registrar, Carmella Raducanu, at craduca1@fau.edu.
- Middle and High school students are expected to clean out their lockers and return their combination locks.
- Parents are notified of any books, materials, or outstanding fees due to the school. **Upon notification all student materials must be returned and balances paid, or student records will not be released.**
- For refunds, please email your request to the Financial Coordinator, Allison Hayes at ahayes4@fau.edu. Refunds are in accordance with the A.D. Henderson School/FAU High School's Refund Policy: <http://adhus.fau.edu/school/Admissions%20Policy%20ADHUS%20approved%204-8-15.pdf>
- The attendance personnel is notified on the student's last day of attendance to officially remove the student from the school's roster.
- In addition, the student is removed from the State of Florida's monthly lunch report.
- Once all of the requirements have been fulfilled the Registrar will forward the student's records to the new school upon the new school's request.

STUDENT WITHDRAWAL FORM

This certifies that _____ Current Grade _____

Student Name

Has withdrawn from A.D. Henderson University School/FAU High School effective on

_____.

Last Date of attendance at Class (MM/DD/YYYY)

Please note: *If a gap in attendance exists between the last day of attendance at A.D. Henderson University School / FAU High School and the date of enrollment at the new school, these days are considered unexcused absences. State statute [s. 10003.26 (1)] indicates five unexcused absences per month will lead to a truancy referral.*

Student's withdrawal reason _____

/Optional/

Please choose one of the following:

- A. My child will be enrolled in a: Florida Public School Private School
 Out of State Public School Out of Country School

- B. I intend to home school my child. If home schooled in Florida, I will contact Florida Department of Education, the Office of Independent Education and Parental Choice (IEPC) Main Line: 850-245-0502 or Toll-Free School Choice at 1-800-447-1636 for Independent Education and Parental Affidavit (IEPC-AFF1).

- C. Other: (please explain) _____

New School Information

School Name: (if known) _____

School District: _____

City: _____ State: _____

Country: (if not USA) _____

New Contact Information

New Phone Number: (if known) _____

New Address: (if known) _____

If we have questions, how may we reach you? _____

Parent Signature _____ Date _____

Completed via phone by (name) _____ Date _____

Office Staff Member



A.D. HENDERSON SCHOOL/FAU HIGH SCHOOL

STUDENT's EXIT INTERVIEW FORM

Student Name _____

Last Day in School _____

Exit Interview Withdrawal Signatures: (Request the signature of all those that apply below before you return this form to the Registrar's Office)

<u>Books and Equipment</u>	<u>Teacher's Name and Exit Interview Signature</u>	<u>Date</u>
▪ Homeroom _____	_____	_____
▪ Art _____	_____	_____
▪ Language Arts _____	_____	_____
▪ Reading _____	_____	_____
▪ Mathematics _____	_____	_____
▪ Science/Biology _____	_____	_____
▪ Social Studies/History _____	_____	_____
▪ Spanish _____	_____	_____
▪ Media Center _____	_____	_____
▪ Band/Chorus _____	_____	_____
▪ Computer class _____	_____	_____
▪ PE/Sports _____	_____	_____
▪ Other _____	_____	_____

▪ Activity Fee & Cafeteria Balance _____ Date _____
Exit Interview Signature, Financial Coordinator

▪ Locks _____ Date _____
Exit Interview Signature

▪ HASP (Aftercare Program) _____ Date _____
Exit Interview Signature, Aftercare Director

For Official Use Only

Registrar

Date received _____ Signature _____

By Registrar