



Student Withdrawal Form

Student _____ Date of Birth _____
Last First Middle

Student ID No. _____ Grade _____

Withdrawal Date _____ Parent/Guardian Name: _____ Phone: _____

Reason for Withdrawal

- Transfer to another Lake County School Transfer to another Private School
 Home schooled Absent 10 consecutive days-expected to re-enter
 Transfer Outside of the State Other _____

Days Present This School Year _____ Days absent this School Year _____

Teacher's Name _____

Reading Level and Grade Equivalent _____

Math Level and Grade Equivalent _____

Other notes: _____

Special Services Provided: Yes No

New Home Address _____

Name/Address of New School _____

_____/_____
Parent/Guardian Signature Date

_____/_____
Teacher Signature Date

_____/_____
Principal/School Representative Signature Date

Withdrawal Policy

Wesley Christian Academy is a non-profit organization that organizes its yearly budget upon the students who have committed to WCA educational services each school year. Therefore, early withdrawal of a student will result in payment of the remainder of the semester or \$250.00 (whichever amount is greater). Semester one is considered the first and second nine-week grading periods. Semester two is considered the third and fourth nine-week grading periods. An exit interview is required with administration and finance department at which time this formal withdrawal paperwork is signed. Withdrawal is not considered finalized until the above procedures have taken place.

Total Amount Owed: _____

Staff: Please initial to confirm notification. Finance _____ Guidance _____