

Student Withdrawal Documentation System

Item	Explanation
1. Date of Withdrawal	Record the exact date the student officially exited the school. This anchors all follow-up timelines.
2. Withdrawing School Name	Note the name of the school the student is transferring to (or indicate “unknown” if not provided). Helps track patterns and build relationships with receiving schools.
3. Reason for Withdrawal	Include the student’s or guardian’s stated reason (e.g., relocation, academic concerns, disciplinary issues). Use predefined categories with space for notes.
4. Alternatives Recommended	Document any options offered before withdrawal (e.g., credit recovery, online learning, counseling). Shows proactive support and informs future planning.
5. Verification of Last Address	Confirm and record the student’s last known address using school records or parent/guardian confirmation. Ensures accurate reporting and supports any legal or funding requirements.
6. Anticipated New Address	If available, record the expected new address, personal email address, and mobile phone number. Useful for potential outreach or coordination with new schools.
7. Follow-Up Actions	Outline steps taken post-withdrawal (e.g., sending transcripts, contacting new school, checking on re-enrollment). Include dates and responsible staff.

Optional Add-ons

- **Student Exit Interview Form:** A short form completed by the student or guardian to capture feedback and future plans.
- **Staff Notes Section:** For counselors or administrators to add reflections or concerns not captured in the standard fields.
- **Flag for Re-Engagement:** A checkbox to indicate if the student should be contacted for re-enrollment or support later.

- **Fillable Template in Excel**

Excel template will include:

Sheet Layout

Column Header	Description
Student Name	Full legal name
Date of Withdrawal	MM/DD/YYYY format
Withdrawing School Name	Name of new school or “Unknown”
Reason for Withdrawal	Dropdown with options + notes section
Alternatives Recommended	List of supports offered prior to withdrawal
Verified Last Address	Confirmed address before leaving
Anticipated New Address	Personal email, mobile phone number, and expected new address
Follow-Up Actions	Steps taken post-withdrawal + dates + staff initials
Re-Engagement Flag (Yes/No)	Checkbox to mark for future outreach
Staff Notes	Open field for additional comments

Student Withdrawal Documentation Form

Student Name: _____

Date of Withdrawal: ____ / ____ / ____

Withdrawing School Name: _____

Reason for Withdrawal:

- ☐ Relocation
- ☐ Academic Concerns
- ☐ Disciplinary Action
- ☐ Health/Personal
- ☐ Other: _____

Alternatives Recommended (check all that apply):

- ☐ Credit Recovery
- ☐ Online Learning
- ☐ Counseling Services
- ☐ Modified Schedule
- ☐ Other: _____

Verified Last Address: _____

Anticipated New Address (if known): _____

Follow-Up Actions Taken:

Re-Engagement Flag: ☐ Yes ☐ No

Staff Notes: