

# Dickson County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Withdrawals</b>	Descriptor Code: <b>6.207</b>	Issued Date: <b>02/28/13</b>
		Rescinds: <b>6.2070</b>	Issued: <b>11/20/97</b>

- 1 The school shall be notified when it is known that a student will be withdrawing from school.
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- 3 If a student drops a class or withdraws from school during a grading period, each teacher will record on
- 4 the withdrawal form, grade sheet, and/or permanent record the grade attained as of the date of withdrawal.
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- 6 All books, materials and/or supplies shall be returned. All fees or debts must be cleared.
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- 8 The principal/designee will ensure that all information is completed on a student's records before a
- 9 transcript is sent to another school.
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- 11 Official records shall not be sent with the parent, but will be transferred upon request from the transfer
- 12 school.
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- 14 Students who withdraw from school in order to avoid punishment shall not be allowed to attend school-
- 15 sponsored events.
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Cross Reference:  
Student Records 6.600