


<p style="text-align: center;">Tucson Unified School District</p>  <p style="text-align: center;"><b>GOVERNING BOARD POLICY</b></p>	POLICY TITLE: Student Withdrawal from School/Dropouts
	POLICY CODE: JFC
	LEAD DEPARTMENT: Teaching and Learning

A student who may or must withdraw from school must complete a withdrawal form. The withdrawal form shall state the reason for withdrawal. The withdrawal form will be signed by the parent and principal or designee from the school. Documentation will be maintained in the former student’s file. Documentation of efforts to contact families shall be included in files when students and their families do not complete a withdrawal form.

Reasons for withdrawal may include:

- Parents or legal guardians leaving the District.
- Parents or legal guardians moving to an area served by another school within TUSD.
- Parents requesting the withdrawal of students who have passed their sixteenth birthday.
- Expulsion or long-term suspension by the Board.

**Grades and Credit for Students Leaving**

Any student in Grades K-8 leaving Tucson Unified School District before the end of a school year will have available for the next school’s request a report card with appropriate qualifying remarks through the last day of attendance by the teacher and principal.

A high school student leaving school prior to the end of a semester will have available for the next school’s request documentation of grades, graduation requirements met and credits earned to date. A student may take his/her examinations at an earlier or later date and with a passing grade may receive full credit.

Upon withdrawal, the student shall return all books and other District property through the office of the school that was attended—future Policy # JQA – Collection of District Property from Students.

Adopted: July 24, 2007

Revision:

Review:

**LEGAL REF.:** A.R.S. 15-827 Presentation of withdrawal form  
15-828 Birth Certificate; school records; exception  
15-829 Missing child; notification of school; flagging records; definitions

**CROSS REF:** Policy # JF- Student Admissions; IKF – Graduation Requirements

Future Cross Ref: Policy # JQA – Collection of District Property from Students

**Replaces TUSD Policy # 5040 Late Registration & Early Leavers**