

4-Year Academies - Withdraw Form



Students are required to be enrolled for a minimum of one year in an Academy before going through the withdraw process.

Process:

Students wishing to withdraw from an Academy must complete the following checklist:

- ☐ 1) Student will meet with Academy facilitator to discuss reasons withdrawing from the Academy.
 - Remind student of the graduation credits that will no longer be obtained through an Academy.
- ☐ 2) Student will connect their parent and the Academy Facilitator to discuss withdrawing from the Academy. This can be in the form of a face-to-face conference, a phone call, or email communication.
- ☐ 3) Student will fill out and sign withdraw form.
- ☐ 4) Student will have parent/guardian(s) review and sign withdraw form.
- ☐ 5) Student will ask facilitator to sign withdraw form.
 - The facilitator will not sign the form until steps 1-4 have been completed.
 - The student may also be asked to fill out an exit form for their individual academy.
- ☐ 6) Student turns in the withdraw form to the Career Pathway secretary in the front office.
- ☐ 7) **9th or 10th grade** Transfer students will return to their home high school. The Assistant Principal overseeing the Academy will complete **District Initiated Return to High School of Residence Form** on Page 3 of this document.
- ☐ 8) Student will set an appointment with their counselor to make enrollment changes.

Copies of signed document are to be made:
Parent/Guardian(s)/Student receives a copy
A copy is filed in student Academy folder with Career Pathway Secretary

4-Year Academies - Withdraw Form



Student's Name (Please Print): _____

Student ID #: _____ Class of _____

Academy School: ☐-East ☐-North ☐-Northwest ☐-South ☐-West

Boundary School: ☐-East ☐-North ☐-Northwest ☐-South ☐-West

Academy: _____

After careful consideration, I wish to withdraw from my 4-Year Academy.

Please indicate the reason for this decision: (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Academy classes are too difficult | <input type="checkbox"/> Returning to home school in district |
| <input type="checkbox"/> Non-academy classes required for endorsement are too difficult | <input type="checkbox"/> Not able to maintain required program expectations. |
| <input type="checkbox"/> Lack of Academy extension hours (eHours) to meet endorsement requirements | <input type="checkbox"/> Not meeting minimum GPA requirements after probation period |
| <input type="checkbox"/> Have developed new interests outside of the Academy | <input type="checkbox"/> Not adhering to the Code of Student Conduct after probation period |
| <input type="checkbox"/> Career interests have changed | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Transferring to another school out of district. | |

Administrator _____ **Counselor:** _____

Enrollment changes take place at the end of a semester.

Graduation Audit: List of credits needed that are NO LONGER fulfilled by the Academy after withdraw:

I understand upon completion of this form I will be removed from the Academy listed above. As a result, if I am a *transfer student*, I further understand withdrawing from the Academy **may** affect my transfer status, transportation, graduation credits, and/or eligibility for athletics.

Student Signature _____ Date _____

Parent/Guardian(s) Signature _____ Date _____

Facilitator Signature _____ Date _____

Counselor Signature _____ Date _____

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4-Year Academies - Withdraw Form



Olathe Public Schools, USD #233

Date: _____

4-Year Academies Transfer Student – Withdraw Return to High School of Residence

Student Name		Student ID#		Current Grade Level
Address				
City		State		Zip
Parent/Guardian Name				
Parent/Guardian Address				
City	State		Zip	
Home Phone	Parent Cell Phone		Parent Work Phone	
Academy High School:		School of Residence:		Transfer to begin on:

I have read and understand the 4-Year Academies Withdraw of Transfer Student Guidelines and have provided accurate information related to the movement back to my student's school of residence.

Parent Signature	Student Signature
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Completed by Building Administrator:

Administrator Acknowledgement

Reason for transfer back to High School of Residence:	
<input type="checkbox"/> Self-Withdraw from Academy	<input type="checkbox"/> Administrative Removal from Academy
Administration Signature:	Date:
Administrator submits to the School Registrar to change high school line and then sends to Director of Innovation and Career Pathways.	

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