

## 21<sup>st</sup> Century Academy Withdrawal Process

**Students are required to be enrolled a minimum of 1 year in the academy before going through the withdraw process.**

**Process:**

Students wishing to withdraw from an academy must do the following:

- 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 the 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.
  - Inform parents of the graduation credits that will no longer be obtained through the academy.
- 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.
  - Facilitator will not sign 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 21<sup>st</sup> Century secretary in the front office.
- 7) Transfer students will need to fill out a Transfer Request Form online through the district.
- 8) Student will set an appointment with their counselor to make enrollment changes.
  - Counselor will go over graduation credits needed that will no longer be obtained through the academy.
  - Enrollment changes will take place at the end of the semester.

Student's Name (Please Print): \_\_\_\_\_

Student ID #: \_\_\_\_\_ Class of \_\_\_\_\_

Copies of signed document are to be made:  
Parent/Guardian(s)/Student receives a copy

A copy is filed in student Academy folder with 21<sup>st</sup> Century Academy Secretary

**OE** – Christina Durham **ON** – Lisa Stock **ONW** – Barbra Kruse **OS** – Tami Gabbert **OW** – Renee Walker



# 21<sup>st</sup> Century Academy Withdrawal Process

**Current School:**    -East            -North            -Northwest            -South            -West  
**Home School:**    -East            -North            -Northwest            -South            -West

**Academy:** \_\_\_\_\_

**Administrator** \_\_\_\_\_ **Counselor:** \_\_\_\_\_

**Graduation Credits** needed NO LONGER fulfilled by the academy after withdrawal:

After careful consideration, I wish to withdraw from my 21<sup>st</sup> Century Academy.

Please indicate the reason for this decision: *(Check the 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.                           | _____   |

**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, and/or eligibility for athletics.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

Facilitator Signature \_\_\_\_\_ Date \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Enrollment changes take place at the end of a semester.**

Please indicate the last semester you completed in the academy: \_\_\_\_\_

(ex: 9<sup>th</sup> grade, 2<sup>nd</sup> semester or 10<sup>th</sup> grade, 1<sup>st</sup> semester)

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