

# Elizabethton City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Withdrawals</b>	Descriptor Code: <b>6.207</b>	Issued Date: <b>01/29/90</b>
		Rescinds: <b>JBCDB</b>	Issued:

1 If a student drops a class or withdraws from school during a grading period, each teacher will record  
2 on the withdrawal form, grade sheet, and permanent record the grade attained as of the date of with-  
3 drawal.

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5 The principal will be responsible for seeing that all information is completed on a student's records  
6 before a transcript is sent to another school.

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Cross Reference:  
Student Records 6.600