

Van Buren County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Withdrawals	Descriptor Code: 6.207	Issued Date: 06/17/99
		Rescinds:	Issued:

- 1 Students shall notify their teacher(s) and/or principal when it is known that they will be withdrawing
- 2 from school.
- 3
- 4 If a student drops a class or withdraws from school during a grading period, each teacher will record
- 5 on the withdrawal form, grade sheet, and permanent record the grade attained as of the date of
- 6 withdrawal.
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- 8 The principal will ensure that all information is completed on a student's records before a transcript
- 9 is sent to another school.

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Cross Reference:
Student Records 6.600