

# Newport 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>03/24/03</b>
		Rescinds:	Issued:

1 Students shall notify their teacher(s) and/or principal when it is known that they will be withdrawing from  
2 school.

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4 If a student drops a class or withdraws from school during a grading period, each teacher will record on  
5 the withdrawal form, grade sheet, and permanent record the grade attained as of the date of withdrawal.

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7 The principal will ensure that all information is completed on a student's records before a transcript is sent  
8 to another school.

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Cross Reference:  
Student Records 6.600