

Hardin County Board of Education

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| Monitoring: Review: Annually, in April | Descriptor Term: Withdrawals | Descriptor Code: 6.207 | Issued Date: 11/04/02 |
| | | Rescinds: | Issued: |

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

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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 with-
6 drawal.

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

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Cross Reference:
Student Records 6.600