

# Franklin County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Withdrawals</b>	Descriptor Code: <b>6.207</b>	Issued Date: <b>04/15/10</b>
		Rescinds: <b>6.207</b>	Issued: <b>02/15/01</b>

1 Students and/or parents shall notify their teacher(s) and/or principal when it is known that they will be  
2 withdrawing 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 with-  
6 drawal.

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

10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41

\_\_\_\_\_  
Cross Reference:

Student Records 6.600