

# Student Withdrawal Record

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School: Community Christian Academy  
Year: 2023-2024

Student Name: \_\_\_\_\_  
(Please Print)

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Student: \_\_\_\_\_  
Last Middle First

Home Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ - \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex \_\_\_\_ Student's Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## Reason for Withdrawal: (Please Check Appropriate Box)

Moving Out-of-Town  To be home-schooled

Transferring to another in-town school.

Name of New School: \_\_\_\_\_

Other: (Please Give Brief Explanation. Use Back if Necessary)

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## Request for Transcript:

Please Note: One copy of the transcript will be provided at no cost. Additional copies can be requested for five-dollars (\$10) each. Please check the appropriate box below for your choice(s).

Please release my child's transcript to school where he/she enrolls, upon their written request.

Please mail my child's transcript to my attention, at the address currently on file.  
(Transcript will be mailed with ten business days)

I would like to request \_\_\_\_\_ additional copies at the cost of \$10 each.  
(Payment must be submitted with this request)

As the legal parent and/or guardian, I hereby submit this request for the withdrawal of my child from the enrollment of Community Christian Academy (CCA). **I understand my account must be paid, for the balance of the school-year\*, before any grades and/or transcript will be released.** I further understand that Community Christian Academy will notify the local Board of Education of my child's withdrawal, and I accept sole responsibility for compliance with state and federal truancy laws.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name: \_\_\_\_\_

***Please Note: This request must be filled out completely before it can be processed. No transcripts or grades will be released until your financial account is fully settled. Upon payment of any tuition or fees due, grades will be mailed to address on file within ten (10) business days.***

*\*As per the CCA 2023-2024 Handbook, page 10, the school must be provided with seven days to provide the necessary transcripts for withdrawal. Also, if withdrawal is after August 15 of the current school year, the balance of tuition due for the year must be paid at time of withdrawal. The tuition contract states the following: "If a student is withdrawn, or dismissed, after August 15, there are no refunds of fees or tuition paid and all fees and tuition are due for the remainder of the year. (NOTE: Special circumstances, such as a military transfer, will be considered as an exemption from this policy)."*