

## **WITHDRAWAL FROM SCHOOL**

The Yale Board of Education realizes that a student may need to withdraw from school because of residence relocation or other valid reason. In such a case, the student must notify the principal who will assist the student with out-processing. All district-owned books, supplies, equipment, etc. must be returned to the teachers who distributed them. A clearance slip with the appropriate teachers' signatures must be returned to the principal's office. Any refunds due will be made at that time.

Students are reminded that transcripts and other records will be forwarded to the new school only after proper clearance has been accomplished.

On a quarterly basis as scheduled by the State Department of Education, the superintendent will notify the Department of the name, address, race, and age of any student dropping out from school during the preceding quarter. A dropout is any student who is under the age of nineteen (19) and has not graduated from high school and is not attending any public or private school or is not otherwise receiving an education pursuant to law for the full term the schools of the district in which the student resides are in session.

Whenever a student over 14 years of age and under 18 years of age withdraws from school, the attendance officer shall notify the Department of Public Safety (DPS) of the withdrawal through a documentation of enrollment status form. Within 15 working days of receipt of the notice, DPS shall provide written notice by certified mail, return receipt requested, to the student that the driver license of the student will be canceled or the application of the student will be denied 30 days following the date the notice to the student was sent unless documentation of compliance is received by DPS before such time. When the withdrawal from school is due to circumstances beyond the control of the student or is pursuant to lawful excuse, as confirmed in writing by a parent/guardian of the student, no notice shall be sent to DPS, or if sent, the notice will be disregarded by DPS. The board of education or appropriate designee shall be the sole judge of whether the withdrawal of a student is due to circumstances beyond the control of the student or is made pursuant to lawful excuse.

**REFERENCE: 47 O.S. §6-107.3  
70 O.S. §35e**

***Adoption Date: August 10, 2015***