

# Policy

BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT

STUDENTS  
5130 / Page 1 of 2

## WITHDRAWAL FROM SCHOOL

The Board of Education affirms that, while Wisconsin law requires attendance of each student until eighteen (18) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

When a student wishes to withdraw from school, efforts should be made to determine the underlying reasons for withdraw. District resources should be used, when and as appropriate, to assist students in reaching his/her career goals and for compliance with compulsory attendance requirements.

No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and the approval of the District Administrator. The withdrawal of any student under the age of eighteen (18) must comply with the requirements for participation in a program leading to the child's high school graduation or leading to a high school equivalency diploma, consistent with State law.

Students may request to withdraw from school for one of two reasons:

1. Transfer to another school.
2. Discontinue educational plans (must be the end of term, quarter, or semester in which the student turns 18 years old).

If the student is transferring:

1. Parent notifies school in writing.
2. Notification of enrollment from the potential school district completes the withdrawal process.

When a student is changing schools, school districts are now required to transfer all records relating to the specific student to the student's new school or school district no later than the next working day after the transferring school or school district receives any of the following:

- Written notice from an adult pupil, or from the parent or guardian of pupil who is minor, that the pupil intends to enroll in another school or school district.
- Written notice from the other school or school district that the pupil has enrolled in that school or school district; or
- Written notice from a court that the pupil has been placed in a juvenile correctional facility or a secured residential care center for children and youth.

When the District receives verification from DPI (WISEdata) that exiting student has been accepted in new school district, student will then be withdrawn from Student Management Systems (Skyward).

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STUDENTS  
5130 / Page 2 of 2

The District Administrator shall develop administrative guidelines for withdrawal a student from school which would establish protocols for 1) reasonable attempts to locate or contact students who have lost contact with the District, but not formally withdrawn; 2) proper notification is being received from DPI (WISEdata) with verification that exiting student has been accepted in new school district. Student information will be verified and/or updated in the Student Management Systems (Skyward).

## Withdrawal of a Habitual Truant Student

In the case of a student that is a Habitual Truant, every attempt will be made to complete all truancy steps as stated in Policy #5200 – Attendance. Copies of letters and emails shall be kept in the student records. At the end of a school year, if a truant student has not returned to the District, they will be withdrawn from the Student Management System (Skyward) with the approval of the District Administrator.

118.15(b-e), Wis. Stats.

118.125(4) Wis. Stats.

Policy #5200 - Attendance

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