

Withdrawal Code Documentation

Student's Name: _____

Withdrawal Date: _____

Code 00 – Dropout Under 18

Parent's signature on withdrawal form (attach) No documentation – 10 consecutive unexcused absences

Code 01 – Dropout 18 or over

Parent's/student's signature on withdrawal form (attach) No documentation – 10 consecutive unexcused absences

Code 02 – Withdrawn to state institution (DHS, etc.)

Copy of court order (attach) Request for records from institution (attach)
 Statement from proper official (attach)

Code 03 – Transferred to another Tennessee School System

Parent's signature on withdrawal form (attach) Request for records from receiving school (attach)
 Confirmation of enrollment through EIS (attach screen shot)

Verbal confirmation from relative/community member (attach statement by person receiving confirmation)

Code 04 – Transferred to another school in same system

Parent's signature on withdrawal form (attach) Request for records from receiving school (attach)
 Verbal confirmation by a school official (attach statement by person receiving confirmation)

Code 05 – Transferred out of state

Parent's signature on withdrawal form (attach) Request for records from receiving school (attach)
 Verbal confirmation from relative/community member (attach statement by person receiving confirmation)

Code 06 – Transferred to non-public school in Tennessee (Private or Church Related Satellite School)

Parent's signature on withdrawal form (attach) Request for records from receiving school (attach)
 Copy of receipt of fee paid to receiving school/agency (attach)

Code 07 – Doctor Certified Withdrawal

Copy of Doctor's statement (attach)

Code 08 - Deceased

Copy of Death Certificate (attach) Copy of Obituary (attach)

Code 09 – Transferred to Mental or Drug Re-Habilitation Institution

Copy of committal order (attach) Request for records from institution (attach)
 Statement from Parent (attach)

Code 10 – Withdrawn to a Home School

Intent to Homeschool form on file at Central Office

Code 11 – Court Order

Copy of Court Order (attach) Copy of judge's decision (attach)

Code 12 – Graduation prior to spring

Copy of GED (attach) Transcript in this record confirms

Code 13 – Pre-K Student, Withdrawn because of immaturity

Documentation attached. Prior approval granted through Office of Early Learning.