

PLAINFIELD EAST HIGH SCHOOL – WITHDRAWAL/TRANSFER FORM

PARENT/LEGAL GUARDIAN TO COMPLETE (**ONLY COMPLETE THE TOP BOX PORTION**):

Student Name: _____	ID #: _____	Today's Date: _____		
PEHS Last Day of Attendance: _____	Grade: _____	DOB: (M/D/YR) _____	Contact Ph #: _____	
Present Address: _____	City: _____	State: _____	Zip Code: _____	
New Address: _____	City: _____	State: _____	Zip Code: _____	
Parent/Guardian Name: _____		Signature: _____		
(Please submit Photo ID.)				
Student must return PSD issued laptop with power cord, classroom textbooks and all PSD property; otherwise, Parent/Guardian will be billed. PEHS is not responsible for any items that are left in the student's locker after withdrawal date. Parent/Guardian is responsible for any outstanding school fees owed. All PSD property must be returned for PEHS to issue new school an Official Transcript.				
*Transfer To School: _____	<input type="checkbox"/> Public	<input type="checkbox"/> Private	<input type="checkbox"/> Home School for Diploma	<input type="checkbox"/> GED
Address: _____	City: _____	State: _____	Zip Code: _____	
Phone: _____	Fax: _____			

PEHS TO COMPLETE: Complete Areas for: * In-district Transfer + JJC Early Leavers ^ Finish Out Year (FOY Only)

TRANSFER WITHDRAW CODES:

- | | | |
|---|----------------------------------|--|
| ___ WM – Private School | ___ W1 – In-state W/D | ___ + WS – GED / JJC Early Leavers / Certificate |
| ___ W4 – Expulsion | ___ W2 – Out-of-State W/D | ___ * WH – Bldg 200/PA/TAP/Turnabout/SPED |
| ___ W6 – Dropped Out/Poor Attend/Credit Def | ___ * W3 – Intra Dist. COA / SUA | ___ Next Year BLDG 500 / Not Returning |
| ___ W9 – Errone Enroll / Never Step Foot PEHS | ___ W5 – Home School / Diploma | ___ ^ FOY– School Year: _____ |

PEHS EMAIL SENT: (If IEP, 504, ELL or AT Equip, be sure to include applicable staff.)

- | | |
|--|--|
| _____ +* Today's Teachers – When Applicable, Request W/D Exit Grades | _____ *^ Separate Nurses Email w/ Loc. |
| _____ +* Asst. Princ/HB, Counselor, Dean, Social Worker, Nurse (2), Attendance (2), Bookkeeper, Principal Sec., Student Services Secretaries (3), C&I Sec., Media Center (3) & Transportation. (*In-Dist Transfer – Copy Attending School Registrar) | _____ *^ PSD Reg with Sch / Course Req |

SERVICES RECEIVED / EMAIL (When Applicable)

- | |
|---|
| <input type="checkbox"/> * IEP / SPED (Admin/Sec/School Psych): _____ |
| <input type="checkbox"/> * 504 / 504 Counselor: _____ |
| <input type="checkbox"/> * ELL / ELL Team: _____ |
| <input type="checkbox"/> AT Equip (Sara Douglas & SPED Admin): _____ |

PRINTED DOCUMENTS NEEDED:

- | | |
|---|---|
| <input type="checkbox"/> * Exit Grades Form | <input type="checkbox"/> Test History |
| <input type="checkbox"/> Transcript – Unofficial | <input type="checkbox"/> +* Schedule SM 1 & SM2 (w/ Locker # & Combo) |
| Print AFTER made inactive: Print AFTER Schedule Cleared and Synchronized: | |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> +^ Transcript – Final / Permanent File |

ISBE TRANSFER FORM #: _____

- | |
|--|
| <input type="checkbox"/> Good Standing / Dean Approved |
| <input type="checkbox"/> Form Printed & Stamped |

+ PSD PROPERTY / FEES (Applicable Staff Included in Withdrawal Email Notice.)

- (SUMMER ONLY: Registrar checks Destiny for reference only.) Critical Alert Added
- Circle Applicable: Laptop / Textbook / Calculator / Book / Fees / AT Equip
- Per: _____ Date: _____ Items Returned: _____

+*^ HEALTH RECORDS (In-District = Nurse to Nurse)

- | | |
|--|---|
| <input type="checkbox"/> Pull Nurse File | <input type="checkbox"/> Complete Spiral Book |
| <input type="checkbox"/> Copy Nurse | <input type="checkbox"/> Copy Student |

NEXT YEAR (When Applicable) ESCHOOL: MUST BE IN NEXT SCHOOL YEAR.

- Print/Save/Delete: *^ Next Year Course Requests *^ Next Year Schedule

ESCHOOL UPDATED: (Note: If not advised what school student transferring to, enter Unknown.)

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> + Transfer To School | <input type="checkbox"/> +* Learning Loc | <input type="checkbox"/> +* Current Schedule (When Applicable) Drop/Clear/Sync: ___ SM 1 ___ SM 2 | <input type="checkbox"/> ^ Bubble Notes / Critical |
| +* Inactive/Drop: <input type="checkbox"/> Active Sch Yr = End of Last Day, Entry/WD Summer: <input type="checkbox"/> B4 Roll = NY Reg Bldg 500 <input type="checkbox"/> After Roll = Delete Entry/WD | | | |

SPREADSHEETS UPDATED (When Applicable)

- | | |
|--|--|
| <input type="checkbox"/> * Outplaced Students (Bldgs 200, 5, 7, & 8) | <input type="checkbox"/> Residency (Summer Only) |
| <input type="checkbox"/> * File Folder Trans Log | |

COPIES TO:

- | | |
|--|---|
| <input type="checkbox"/> Save to Reg Site: _____ | <input type="checkbox"/> ^ Update Folders/Close: _____ |
| <input type="checkbox"/> Parent/Guardian: _____ | <input type="checkbox"/> *^ In-Dist/Folders Sent: _____ |
| <input type="checkbox"/> Trans To School: _____ | <input type="checkbox"/> _____ |