

PLAINFIELD EAST HIGH SCHOOL – WITHDRAWAL/TRANSFER FORM

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

Student Name: _____ ID #: _____ Class of: _____ 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: _____ Public Private Home School for Diploma 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.) _____ *^ Separate Nurses Email w/ Loc.
 _____ +* Today's Teachers – When Applicable, Request W/D Exit Grades _____ *^ PSD Reg with Sch / Course Req
 _____ +* 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)

SERVICES RECEIVED / EMAIL (When Applicable)

- * IEP / SPED (Admin/Sec/School Psych): _____
- * 504 / 504 Counselor: _____
- * ELL / ELL Team: _____
- AT Equip (Sara Douglas & SPED Admin): _____

PRINTED DOCUMENTS NEEDED: Print while Student is still ACTIVE:

- * Exit Grades Form Test History Demographics/Cognos
- Transcript – Unofficial +* Schedule SM 1 & SM2 (w/ Locker # & Combo)
- Print AFTER made Inactive: Print AFTER Schedule Cleared and Synchronized:**
- Attendance +^ Transcript – Final / Permanent File

ISBE TRANSFER FORM #: _____

- Good Standing / Dean Approved
- 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)

- Pull Nurse File Complete Spiral Book
- Copy Nurse 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.)

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

SPREADSHEETS UPDATED (When Applicable)

- * Outplaced Students Residency
 (Bldgs 200, 5, 7, & 8) (Summer Only)
- * File Folder Trans Log

COPIES TO:

- ^ Update Folders/Close: _____
- Save to Reg Site: _____ *^ In-Dist/Folders Sent: _____
- Parent/Guardian: _____ Trans To School: _____