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**Student Withdrawals****Policy No. 301.8R****REGULATIONS**

1. Upon the request of the parent/guardian of the student, or when appropriate, the student, the Principal/Vice Principal may grant permission to a student to withdraw from a course of studies or subject.
2. It is expected that schools will develop their own school-specific procedure for written withdrawal requests in order to facilitate student tracking and record purposes.
3. In special circumstances, the district staff person responsible for the school, typically a Director of Instruction or an Assistant Superintendent, may grant permission to a student to withdraw from a course of studies or a subject. In these cases, it will be expected that the request will be submitted on the form developed by the school of origin.
4. Where a change of schools is involved, student records will be held until requested by another educational institution.