



**Vision**

Every student prepared for college, career, and life success.

**INTENT TO WITHDRAW FORM**

If your student will be transferring to a new school over the summer, please complete an Intent to Withdraw Form and return to Amy Myers, Registrar at amyers@ortn or 200 Fairbanks Rd, Oak Ridge, TN 37830.

**Important:** Jefferson Middle School/Oak Ridge High School must receive a request for records from the new school, as proof of enrollment, before withdrawing your student from Oak Ridge Schools.

You may receive attendance calls, if the new school starts later than ORS. We are aware of the possible gap between school calendars and returning the summer intent to withdraw form will prevent truancy concerns.

Date of Request: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade Next Year: \_\_\_\_\_

Please indicate reason for withdrawal:

- Moved to the Robertsville zone
- Moved to another school district in TN
- Moved out of state
- Will attend private school
- Will be homeschooled
- Other: \_\_\_\_\_

Name of New School: \_\_\_\_\_

Address of New School: \_\_\_\_\_

New School District (if known): \_\_\_\_\_ New District's first day of school for the new school year: \_\_\_\_\_

Print Name of Parent/Legal Guardian: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Parent/Legal Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*School Use Only*

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Hold grades and transcripts due to outstanding fees:

- Textbook(s)      Book(s)/Replacement cost: \_\_\_\_\_
- Laptop      Lost or Damaged/Amount owed: \_\_\_\_\_
- Uniforms/Instruments      Item(s): \_\_\_\_\_
- Library Book(s)      Book(s)/Replacement cost: \_\_\_\_\_
- Cafeteria Fees      Amount owed: \_\_\_\_\_

Student Clear with Jefferson Middle School:       YES       NO      Total Amount Owed: \_\_\_\_\_

Records given to Parent/Guardian      Intent Form      Final Grades      Immunization      Course Recommendations

Date Completed: \_\_\_\_\_ School Personnel: \_\_\_\_\_