Withdrawal Procedures

Please Note:
A student’s withdrawal from A.D. Henderson University School/FAU High School does not become official until the date the school receives the student’s completed withdrawal and exit interview form.

- Parents please notify the school at least three days in advance of the student’s withdrawal. Parents must complete the official withdrawal form.
- Teachers must sign off on the Exit Interview Form during the student’s last day of attendance. The student is responsible to have each teacher sign off on the Exit Interview Form. At the end of the day the student must submit the Withdrawal Form and Exit Interview Form to the front office staff or the form can be e-mailed to Carmella Raducanu at craducal1@fau.edu.
- Middle and High school students are expected to clean out their lockers and return their combination locks.
- Parents are notified of any books, materials, or outstanding fees due to the school. Upon notification all student materials must be returned and balances paid, or student records will not be released.
- For refunds, please email your request to adhusfees@adhus.fau.edu. Refunds are in accordance with the A.D. Henderson School/FAU High School’s Refund Policy: http://adhus.fau.edu/school/Admissions%20Policy%20ADHUS%20approved%204-8-15.pdf
- The attendance personnel is notified on the student’s last day of attendance to officially remove the student from the school’s roster.
- In addition, the student is removed from the State of Florida’s monthly lunch report.
- Once all of the requirements have been fulfilled the student’s records will be forwarded to the new school upon the new school’s request.

STUDENT WITHDRAWAL FORM

This certifies that ___________________ Current Grade _____
Has withdrawn from A.D. Henderson University School/FAU High School effective on ___________________.

Last Date of attendance at Class (MM/DD/YYYY)

Please note: If a gap in attendance exists between the last day of attendance at A.D. Henderson University School / FAU High School and the date of enrollment at the new school, these days are considered unexcused absences. State statute [s. 10003.26 (1)] indicates five unexcused absences per month will lead to a truancy referral.

Student’s withdrawal reason ____________________________
(Optional)

Please choose one of the following:

A. My child will be enrolled in a: ☐ Florida Public School ☐ Private School
   ☐ Out of State Public School ☐ Out of Country School

B. ☐ I intend to home school my child. If home schooled in Florida, I will contact Florida Department of Education, the Office of Independent Education and Parental Choice (IEPC) Main Line: 850-245-0502 or Toll-Free School Choice at 1-800-447-1636 for Independent Education and Parental Affidavit (IEPC-AFF1).

C. Other: (please explain) ____________________________

New School Information
School Name: (if known) ____________________________
School District: ____________________________
City: ____________________________ State: ____________________________
Country: (if not USA) ____________________________

New Contact Information
New Phone Number: (if known) ____________________________
New Address: (if known) ____________________________

If we have questions, how may we reach you?
Parent Signature ____________________________ Date ____________________________
☐ Completed via phone by (name) ____________________________ Date ____________________________

Office Staff Member ____________________________
A.D. HENDERSON SCHOOL/FAU HIGH SCHOOL

STUDENT’s EXIT INTERVIEW FORM

Student Name ____________________________________________________________
Last Day in School ______________________________________________________

Exit Interview Withdrawal Signatures: (Request the signature of all those that apply below before you return this form to Carmella Raducanu)

<table>
<thead>
<tr>
<th>Books and Equipment</th>
<th>Teacher’s Name and Exit Interview Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td></td>
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<tr>
<td>Art</td>
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<td>Language Arts</td>
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<tr>
<td>Reading</td>
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<tr>
<td>Mathematics</td>
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<td>Science/Biology</td>
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<td>Social Studies/History</td>
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<td>Spanish</td>
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<td>Media Center</td>
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<td>Band/Chorus</td>
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<tr>
<td>Computer class</td>
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<td>PE/Sports</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

Activity Fee & Cafeteria Balance  Date
Exit Interview Signature, Financial Coordinator

Locks  Date
Exit Interview Signature

HASP (Aftercare Program)  Date
Exit Interview Signature, Aftercare Director

For Official Use Only

Date received __________________________ Signature ___________________________

By Carmella Raducanu, Academic Paraprofessional