Harvard Public Schools
Student Withdrawal Form

Student’s full name: _______________________________ D.O.B. ___ / ____ / ____

Current Address: _______________________________________________________

Current School: __________________________________________________________
Grade: ______________

Withdrawal date: ______________________

Reason for withdrawal (moving, transfer): ____________________________________

If moving, new address: ___________________________________________________
_____________________________________________________________________

New school name**: ________________________________

New school address: _______________________________________________________

**Harvard Public Schools will release student records to the new school, upon receiving a
request and verification of enrollment from the receiving school officials.

Under Massachusetts law M.G.L c.71, 37L, upon enrolling in a public school or school district, a
student is required to provide a complete copy of his/her student record from the previous
school district. The student records which are to be transferred are specified below:

- Official administrative records (name, address, birth date, SASID, transcripts or
  report cards, custody/guardianship, attendance, and disciplinary record)
- Special Education Evaluation Reports, 504 Plan, Individualized Educational Plan
- School Medical Records
- ELL scores
- Progress Reports

Parent/Guardian/Adult student Signature: ____________________________ Date: __________

For Administrative Use:

<table>
<thead>
<tr>
<th>Technology Returned</th>
<th>iPad/Macbook:</th>
<th>Y</th>
<th>N</th>
</tr>
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<tbody>
<tr>
<td>Copy of Withdrawal Form sent to Central Office</td>
<td>Date</td>
<td></td>
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<tr>
<td>Records Sent to Receiving District</td>
<td>Date</td>
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Charger: Y N N/A

Initials __________

9/2018
BROMFIELD STUDENTS: If withdrawing during the academic year, please complete the next section:

<table>
<thead>
<tr>
<th>Course</th>
<th>Teacher initial</th>
<th>Grade to Date</th>
<th>Books returned (yes/no)</th>
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</table>

PLEASE NOTE: Official High School Transcripts are retained by Harvard Public Schools for 60 years. All other records will be destroyed seven (7) years after the student’s departure.

A copy of this completed Student Withdrawal Form must be sent to the Registrar in the Superintendent’s/Central Office at 39 Massachusetts Ave., Harvard.