



HARVARD PUBLIC SCHOOLS

www.psharvard.org

39 Massachusetts Avenue • Harvard, Massachusetts • 01451
(978) 456-4140 • FAX (978) 456-8592

Linda G. Dwight, Ed.D.
Superintendent

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:

Technology Returned- iPad/Macbook:	Y	N	Charger:	Y	N	N/A
Copy of Withdrawal Form sent to Central Office	Date	_____	Initials	_____	_____	_____
Records Sent to Receiving District-	Date	_____	Initials	_____	_____	_____



HARVARD PUBLIC SCHOOLS

www.psharvard.org

39 Massachusetts Avenue • Harvard, Massachusetts • 01451

(978) 456-4140 • FAX (978) 456-8592

Linda G. Dwight, Ed.D.
Superintendent

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

Course	Teacher initial	Grade to Date	Books returned (yes/no)

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.