



# Sheffield-Sheffield Lake City Schools

## Withdrawal Form

1824 Harris Road  
Sheffield, Ohio 44054  
(440) 949-6181

School		Date of Withdrawal	
Student Name		ID#	Birthdate
Grade	Homeroom or Teacher	Locker #	Locker Combination
Do you now receive Free or Reduced Lunches? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Withdrawal <input type="checkbox"/> Moving (Transfer) <input type="checkbox"/> Job <input type="checkbox"/> Age (18) <input type="checkbox"/> Other: Explain:			
If Job is Checked, is a Work Permit on File? <input type="checkbox"/> Yes <input type="checkbox"/> No		Verification by Work Permit Clerk (Signature)	
Parent Signature (or 18 year of signature)			Date
Old Address		New Address	
Name and Address of New School:			

### Final Signatures for Check Out and Related Information

Attendance Office	Date of Last Attendance	Days Absent	Days Present	Total Days to Date
Library	List outstanding Books or Fines Owed			
Principal's Office	Fees Owed <input type="checkbox"/> Yes <input type="checkbox"/> No Hold Transcript for this reason:			
Guidance Office	Comments:		EMIS W/D Code:	

Students must check out with all subject teachers and return textbooks and other class equipment. Teachers, please be sure to indicate if the student has not returned textbooks. If there is an outstanding obligation, notify the Principal immediately and indicate the grade below as incomplete.

Period	Course	Teacher	Textbook Due	Outstanding Obligation or Comment	Grade to Date
1 (1/2)			<input type="checkbox"/> Yes <input type="checkbox"/> No		
2 (3/4)			<input type="checkbox"/> Yes <input type="checkbox"/> No		
3 (5/6)			<input type="checkbox"/> Yes <input type="checkbox"/> No		
4 (7/8)			<input type="checkbox"/> Yes <input type="checkbox"/> No		
5 (9/10)			<input type="checkbox"/> Yes <input type="checkbox"/> No		
6 (11/12)			<input type="checkbox"/> Yes <input type="checkbox"/> No		
7 (13/14)			<input type="checkbox"/> Yes <input type="checkbox"/> No		
8 (15/16)			<input type="checkbox"/> Yes <input type="checkbox"/> No		
9 (17/18)			<input type="checkbox"/> Yes <input type="checkbox"/> No		

This is a record of attendance. It is not an official document. Official transcripts will be sent upon request from the new school of enrollment. Information can be requested from the Sheffield-Sheffield Lake City Schools listed below.

Brookside High School 1662 Harris Road Sheffield, OH 44054	Brookside Middle School 1662 Harris Road Sheffield, OH 44054	Brookside Intermediate 1812 Harris Road Sheffield, OH 44054
Knollwood Elementary School 4975 Oster Road Sheffield, OH 44054	Forestlawn Elementary 3975 Forestlawn Avenue Sheffield Lake, OH 44054	

NOTE: Transcripts will be withheld if the student owes fees or textbooks, until such time as the outstanding obligations are met.