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Fairfax County Public Schools (FCPS) maintains student records in compliance with laws in the Commonwealth of Virginia and the federal government. The withdrawal of students from school falls under these compliance laws and policies within FCPS. These guidelines outline procedures to be followed when responding to a request to withdraw a student from a Fairfax County Public School.

The purpose of the Withdrawal Guidelines is to:

- provide guidance to schools and parents regarding students who exit FCPS
- ensure consistency across the school system regarding student withdrawal procedures
- follow up with students and confirm their enrollment in another school
- comply with student school attendance requirements
- ensure students continue their education and have the necessary documentation to enroll in their new school, and
- provide accurate and appropriate documentation to be included in the student’s cumulative folder.

Following the withdrawal guidelines and policies set forth by FCPS are critical to the success and safety of students, schools, and the division. Incomplete or inaccurate withdrawal documentation can negatively affect each school’s drop-out rate (middle and high schools) and the Virginia On-Time Graduation Rate (high schools only).

The dropout rate is calculated annually as a percentage of total fall enrollments for the year. The dropout count is a sum of the following:

- summer dropouts (students that completed the prior year of school but who did not return by October 1 of the calculation year),
- regular-term dropouts (students reported as having dropped out over the reporting school year),
- any lost transfer students (students reported to have transferred to another Virginia school, but who were never enrolled in a Virginia school).

The Withdrawal Guidelines were developed by a committee comprised of interdepartmental FCPS staff members who support schools in working with parents and legal guardians during the withdrawal process. This document conveys the importance of following accurate withdrawal procedures from the first notification of withdrawal to enrollment of the student in another school. Accuracy with following these procedures has a direct impact on students and the school system.

Note: Throughout this document the term “parent/legal guardian” means a natural parent with legal custody of the child or a person who has been awarded legal custody of the child by court order, see Regulation 2240, III.A. for a full definition.
Withdrawal Procedure Flow Chart
and Checklist

Fill Out IT-2 Form
☐ Is the form signed by a parent/legal guardian?
☐ Does the form have the name and address of the new school?
☐ Has a withdrawal code been selected on the form?

START
Will the student withdraw during the current school year?

Yes
Will the student finish the current school year, but not return for the next school year?

No

Complete Data Entry
Enter withdrawal code and date into the Student Information System (SIS).

Fill Out IT-110 Form
☐ Is the form signed by a parent/legal guardian?
☐ Does the form have the name and address of the new school?
☐ Has a summer withdrawal code been selected on the form?

Complete Data Entry
No show and enter summer withdrawal code into the SIS.

Withdrawal Audits and Reviews
Audits or reviews during the school year require schools to verify and/or certify some withdrawal codes. Schools must correct inaccurate codes by the end of the current school year.

- W0: Must transfer to ISAE/GS
- W1: Must transfer to homebound, home-based, or have a grade level change at the same school
- W2B: Must transfer to another FCPS school
- W3, W5: Must have IT-2 or other acceptable proof
- W4: Must transfer to a VA public school program outside of FCPS
- W6: Parent/guardian notification in any form is acceptable
- W7: Must have earned a diploma or completed school with other credentials
- W8: Dropout
- W9A: May not end the school year with this code
- W9B, W9C: Must reenter FCPS
  A student may end the school year with W9C only if he/she is suspended through the end of the school year with a reentry date scheduled for the next school year.

Record Keeping
File all withdrawal documentation in the student’s cumulative file. The following are examples:

☐ IT-2 or IT-110 form
☐ Withdrawal letters/emails from parents/legal guardians
☐ All transcript requests
☐ W3Q documentation
☐ Court orders
☐ SS/SE-109, SS/SE-128, and SS/SE-129 forms
☐ Diplomas, GEDs, and other credentials
☐ Staff notes (e.g., dropout investigations, all updates to telephone numbers and address, student’s follow-up placement)

Withdrawal Audits and Reviews
Audits and reviews from May through the end of the next school year require schools to verify summer withdrawal codes. Schools must correct inaccurate codes by the end of the next school year.

☐ S0E: Must transfer to ISAE/GS
☐ S2A: Must transfer to another FCPS school
☐ S3, S5A: Must have IT-110 or other acceptable proof
☐ S4: Must transfer to a VA public school program outside of FCPS
☐ S6: Parent/guardian notification in any form is acceptable
☐ S7: Must have earned a diploma or completed school with other credentials
☐ S8: Dropout
☐ S9: Must reenter FCPS

Updated 5/30/14
Withdrawal Procedure Flow Chart and Checklist
(on the intranet: IT Service Catalog, SASI/SIS More Information page, Enrollment section)
Student Withdrawals

Notification from Parent/Legal Guardian:
Upon notice from a parent/legal guardian during the school year that a student will be withdrawn the parent/legal guardian should fill out and sign the “Student Withdrawal” form IT-2, http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/it2.pdf.

Upon notice from a parent/legal guardian at the end of the school year that a student will be withdrawn the parent/legal guardian should fill out and sign “Student’s Intention for the Next School Year”, form IT-110, http://www.fcps.edu/it/forms/it110.pdf.

If a parent/legal guardian other than the enrolling parent requests a withdrawal, the enrolling parent should be notified to confirm the student’s withdrawal. All persons requesting to withdraw students should be properly identified by photo ID and/or physical presence at the school. While it is preferred that a parent signs the IT-2 or IT-110 forms, other acceptable documentation for withdrawal may be submitted e.g. email from parent (printed), drop out investigation, attendance officer follow-up.

*Note: Parents/legal guardians may withdraw students even if they are not the enrolling parent. However, the enrolling parent/legal guardian shall be notified before withdrawing the student.

Notification from Non-Custodial Parents or Nonparents:
Non-custodial parents or nonparents (stepparent, family member, friend, representative or lawyer or advocate) cannot request, notify or actually withdraw a student. If a nonparent contacts the school for this purpose, the school must immediately notify the enrolling parent. Even if the non-custodial parent or nonparent is on the Emergency Care Information form, the student cannot be withdrawn or released until further direction from the enrolling parent. Any person seeking to withdraw a student may be required to show proof of identity and establish that they are a custodial parent as defined by Regulation 2240, III.A. Please call Student Registration if the enrolling parent is no longer reachable (e.g. incarcerated or deported).

If both parents are deceased and the student is living with an individual in loco parentis, the school shall notify the Office of Student Registration to follow up.

Unaccompanied Youth:
School should contact the Homeless Liaison’s Office for guidance at 571-423-4332.

Notification from School Districts:
Records requests from other school districts by fax or email on a school letterhead are considered official withdrawals. Upon request for student records, only copies of the scholastic record should be forwarded to the receiving school. Please see the Scholastic Records Manual: http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/ssrm.pdf. Should a school district request student records by phone, the FCPS school should ask for a written request on school letterhead to be faxed or emailed.
Beginning of the Year No Show Students:
In accordance with VA Code 22.1-261 and FCPS Regulation 2234, governing student school attendance requirements, school staff must follow up on all enrolled students who fail to attend the next level of school (no show) without having been withdrawn by parents or guardians (i.e., students with no IT-110 form or other withdrawal documentation).
In following up, school staff members should make every attempt to confirm the student’s whereabouts and follow up with parents/legal guardians to ensure that the student is enrolled in a public or private school, home school program, or alternative educational program. Documentation of contacts and resolution should be recorded on the “No Show Students and Lost Transfers Follow Up” form http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/se278.pdf. The process should be initiated in September of each school year, with follow up requests being referred to attendance officers after the first two weeks of school.
Schools should provide a list of “no show” students to their attendance officers after at least two unsuccessful attempts by school personnel to locate the students. The contact sheet, and previous contact information must be provided to the attendance officer: http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/se77.pdf. The following is the Code of Virginia:

22.1-261. Attendance officer to make list of children not enrolled; duties of attendance officer. The attendance officer or the division superintendent or his designee shall check the reports submitted pursuant to subsection A of § 22.1-260 with reports from the State Registrar of Vital Records and Health Statistics. From these reports and from any other reliable source the attendance officer or the division superintendent or his designee shall, within five days after receiving all reports submitted pursuant to subsection A of § 22.1-260, make a list of the names of children who are not enrolled in any school and who are not exempt from school attendance. It shall be the duty of the attendance officer, on behalf of the local school board, to investigate all cases of nonenrollment and, when no valid reason is found therefore, to notify the parent, guardian or other person having control of the child to require the attendance of such child at the school within three days from the date of such notice. (Code 1950, § 22-275.10; 1959, Ex. Sess., c. 72; 1980, c. 559; 1996, cc. 891, 964; 1999, c. 526; 2010, cc. 386, 597, 629.)

Lost Transfers Follow Up
Any student who is withdrawn from FCPS to enroll in a Virginia Public School program, but fails to enroll is considered a lost transfer and requires school staff follow up. A student becomes a lost transfer due to one of these reasons:

- The student did transfer to a Virginia public school program. However, the receiving school mistakenly assigned the student a new State Testing Identifier (STI). Information Technology (IT) staff researches these scenarios and works with the other counties to merge the STIs.
- The student did not transfer to a Virginia public school program. Staff at the last FCPS school attended must now make every attempt to confirm the student’s whereabouts and follow up with parents/legal guardians to ensure that the student is enrolled in a public or private school, home school program, or alternative educational program. School staff must also work with IT staff to change the original withdrawal code to a more accurate one. Documentation of contacts and resolution should be recorded on the “No Show Students and Lost Transfers Follow Up” form: http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/se278.pdf.

To initiate the research process, IT staff periodically provides schools with reports of their latest lost transfer students.
Withdrawal Scenarios

Withdrawal Scenarios

Withdrawing From a Fairfax County Public School

- **Moving Within Fairfax County:**
  The parent/legal guardian notifies the school registrar they are moving within Fairfax County. The parent/legal guardian needs to register in person at the new base school in which they reside and provide proof of residency by completing a new IT-19 form. All student records will be requested from the receiving school. To locate the new base school, please visit: [http://boundary.fcps.edu/boundary/](http://boundary.fcps.edu/boundary/)

- **Moving Outside Fairfax County:**
  A parent/legal guardian notifies the school registrar to withdraw students when they are moving out of Fairfax County. If the student withdraws during the current school year, the parent/legal guardian fills out the IT-2 form: [http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/it2.pdf](http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/it2.pdf). When a student withdraws at the end of the school year, the parent/legal guardian fills out the IT-110 form: [http://www.fcps.edu/it/forms/it110.pdf](http://www.fcps.edu/it/forms/it110.pdf).

Parents/legal guardians should show physical presence and identify themselves with a government issued photo ID at the school to officially withdraw a student and sign the IT-2 or IT-110 form.

*Note:* Parents/legal guardians with custody may withdraw students even if they are not the enrolling parent. However, the enrolling parent should be notified immediately.

**FCPS Regulation 2234 IV.E Mandatory Withdrawal:**
In order to comply with state recordkeeping requirements, students shall be withdrawn from FCPS student membership rolls after 15 consecutive days of absence regardless of whether their absences are excused or unexcused. Withdrawn students are not excused from mandatory school attendance requirements and are expected to re-enroll as soon as possible. Best practice is for schools to maintain a list of students with a bi-weekly review and referral to the attendance officer, if necessary. Students who withdraw to attend a non-FCPS school should notify FCPS as soon as possible. Regulation 2234 may be accessed at the following link: [Regulation 2234](http://www.fcps.edu/it/forms/it110.pdf)

**Eighteen Year Old Students and Withdrawal:**
A student upon reaching the age of 18 or upon being emancipated by court order is a legal adult and may make his or her own decisions regarding educational matters and withdrawal. If a student decides to withdraw, he/she or other adult can do so regardless of the parent/legal guardian’s wishes. The exception to this is when a parent has been awarded guardianship over an adult student by a court.
**Students Withdrawing from FCPS to Home School:**
- During the school year, parents must sign and complete an IT-2 form. The school withdraws the student with a W3M leave code. The parent has 30 days to notify the home instruction office of their intent to provide home instruction. The school should follow up with the home instruction office to ensure enrollment.

- During the summer, parents must sign and complete an IT-110 form. The school withdraws the student with a S3M summer leave code.

**Student Withdrawing from Home Instruction:**
- An FCPS school or a home instruction parent may contact the home instruction office by phone or in writing that the student is withdrawing from home instruction indicating the reason for withdrawal, e.g., enroll in FCPS, move etc. A formal withdrawal form is not needed.

- Contact the Student Transfer/Home Instruction Office.
Re-enrollment after an FCPS Withdrawal:
Students who have been withdrawn from FCPS and who are re-enrolling back into FCPS must complete the registration process regardless of the amount of time the student has been out of the county or country. This includes completing a new IT-19 form [http://www.fcps.edu/it/forms/it19.pdf](http://www.fcps.edu/it/forms/it19.pdf) and verification of Fairfax County residency and appropriate supporting documentation.

Re-enrollment of Language Minority Students:
- Language minority students re-enrolling in FCPS who have left the country for an extended absence of three consecutive months or more (not including the FCPS summer vacation), should be referred to the Student Registration Center for ESOL assessment and for registration. A complete registration must occur which includes verification of Fairfax County residence and appropriate supporting documentation.

- During the WIDA ACCESS testing window, January through March, please refer all language minority students re-enrolling in FCPS to the Student Registration Center for ESOL assessment and for registration regardless of the amount of time the student has been out of the country or county. A complete registration must occur which includes verification of Fairfax County residence and appropriate supporting documentation.
Appendix A

Additional Withdrawal Information and Forms

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Withdrawal to Private and Out-of-State Schools
Audit and Certified Dropout Reporting

A monthly audit is conducted for exit codes to verify the accuracy of student withdrawals to all private schools and to public schools outside of Virginia. An additional audit will be conducted for dropouts to ensure that these students are also coded accurately. Students whose exit codes cannot be supported with the appropriate documentation will be required to have their exit codes changed to a more accurate code in the Student Information System (SIS).

The Process:

1. A monthly audit will be conducted on withdrawal codes W3x (to private school) and W5x (to out-of-state public school). A listing report of W8x (dropouts) will be provided for schools to review for accuracy. School staff will be required to submit one support document for each W3x or W5x in their school during the year.

2. Reporting

   A. Audit reports will be published each month in EDSL School Documents for review and action by school administration and/or the Student Information Assistant.

      - The audit goal is to have no students listed on the report. In order to have a student’s name dropped from the audit report, schools are required to submit supporting documentation to Information Technology (IT).

      - Schools will submit evidence to IT to support the use of each W3x and W5x withdrawal code.

   B. Semiannually, Certified Dropout Reports will be published (at the end of first semester and at the end of the year). The principal’s signature is required to certify the data in the report. The signed report will be faxed to Information Technology, 703-329-8965 or 703-329-0791.

   C. Copies of the signed Certified Dropout Reports will be sent to the Region Offices.

   D. Due date for submitting required documentation is 10 business days following the audit or certified first semester dropout report publication during the school year.

3. Supporting documentation for validation of the W3- and W5- exit codes:

   a. IT-2
   b. IT-110
   c. SS/SE-109
   d. SS/SE-128
   e. SS/SE-129
   f. Letter or email from the parent/legal guardian informing attending school of withdrawal to a private school or public school in another state. This communication must identify by name the private or public school or school division.

4. Communication Plan

   a. A reference guide is being drafted and will be published on the Intranet in the Service Catalog under SIS Enrollment.

   b. School staff will be notified via email and/or Student Information messages when audits/reports are published.
Send **copies** of the following items to non-FCPS schools where student is enrolling:

Transcript(s) from all grade levels
- Most recent report card if a mid-year withdrawal and information does not appear on a transcript
- Immunizations
- Standardized test scores (SOL, VGLA…)
- Most recent IEP
- Most recent 504 plan
- Discipline incident reports that have occurred within the past 5 years
Example of IT-2: for actual form go to:
http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/it2.pdf.

STUDENT WITHDRAWAL

Last Name: ____________________________ First: __________ Middle: __________ Student ID: ____________

Address: ____________________________ City: __________ State: __________ Zip: __________ Grade: __________

School Name: ____________________________ Home Room or Counselor

Required for All Students

Withdrawals shown in bold require a letter (e-mail is acceptable) signed by a parent or guardian informing the school of the withdrawal date, reason, and where the student is going. This signed form may also be used to satisfy the letter requirement:

Parent or Guardian Signature: ____________________________ Date: __________

New Address: ____________________________ Street: __________ City: __________ State: __________ Zip Code: __________ Phone Number: __________

Transferring to (school name and state): ____________________________

Below is for FCPS Use Only

Withdrawal Code: ____________________________ Withdrawal Date: __________

W1A  Trf to Same FCPS, Order Change
W3X  Trf to VA Charter School
W86  W/D, Employment
W1I  Trf to Homebound, Same FCPS
W3O  Trf to Full-Time College
W87  W/D, Maximum Age
W1U  Trf to Homebound, Same FCPS
W3Q  Trf to Non-FCPS School
W88  W/D, Expulsion
W1V  Trf to Homebound, Same FCPS
W4A  Trf to Non FCPS VA Public
W89  W/D, Parental Privilege
W1W  Trf to USSAP or Others
W4B  Trf to VA State Oper Institutions
W90  W/D, PK Student
W2E  Trf to Another FCPS
W5A  Trf to Non VA US Public School
W91  W/D, Personal Choice
W3F  Trf to Priv Non-Relig FCPS
W6A  Withdrawn, Death
W92  W/D, Postgraduate
W3G  Trf to Priv Non-Relig in VA
W7A  W/D, Graduated with Diploma
W93  W/D, 15 Cons Days About Other
W3H  Trf to Priv Non-Relig in US
W81  W/D, Achievement Problems
W94  W/D, 15 Cons Days About Illness
W3J  Trf to Priv Religious FCPS
W82  W/D, Behavioral Difficulties
W95  W/D, 15 Cons Days About Suspect
W3K  Trf to Priv Religious in VA
W83  W/D, Health Problems
W96  Trf to USSAP or Others; 590 use only
W3L  Trf to Priv Religious in US
W84  W/D, Family
W97  W/D, Other Credit; 590 use only
W3M  Trf to Home School
W85  W/D, Financial Hardship

W3Q – School staff must document the conversation with the parent or guardian verifying the intent to transfer to a foreign school; no official parent signature or letter is required. Documentation must be kept in the student’s file.

When a student does not return to school and the parent or guardian fails to provide written notice, this form serves as documentation of the withdrawal. If FCPS school staff members believe that the student has moved without notification (W87), they should contact the parent at the last known address or contact the school attendance office for follow-up.

Required for Middle and High School Students

<table>
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<tr>
<th>Course</th>
<th>Teacher</th>
<th>Mark to Date</th>
<th>Textbook Received</th>
<th>Signature</th>
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Signatures for Clearance (Where Applicable)

Clinic: ____________________________ Counselor: ____________________________

Library: ____________________________ Student Information Assistant: ____________________________

Finance: ____________________________ Other: ____________________________

School staff should keep the withdrawal letter or e-mail, IT-2 or IT-110 form, W3Q documentation, and all transcript requests in the student’s file.

IT-2 (3/11)

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**STUDENT’S INTENTION FOR THE NEXT SCHOOL YEAR**

<table>
<thead>
<tr>
<th>School Name</th>
<th>Current School Year</th>
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</table>

<table>
<thead>
<tr>
<th>Student Name (first, middle, and last)</th>
<th>Student ID Number</th>
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<table>
<thead>
<tr>
<th>Teacher Name (optional)</th>
<th>Current Grade Level</th>
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**EXAMPLE ONLY**

Will the above named student return to this school next year?  
☐ Yes  ☐ No

If "Yes" was checked, sign the form and return it to the school.

If "No" was checked, please complete section below, sign the form, and return it to the school.

This information is important for the following reasons: staffing is based on enrollment and state regulations require that we determine the educational intentions of students leaving FCPS.

<table>
<thead>
<tr>
<th>Please check the appropriate statement and enter name of school.</th>
<th>Name of School</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ I am transferring to another FCPS.</td>
<td></td>
</tr>
<tr>
<td>☐ I am transferring to a nonpublic school (includes Homeschool).</td>
<td></td>
</tr>
<tr>
<td>☐ I am transferring to another public school division in Virginia.</td>
<td></td>
</tr>
<tr>
<td>☐ I am transferring to a public school division in the United States.</td>
<td></td>
</tr>
</tbody>
</table>

☐ I do not intend to enroll in any public or nonpublic school next year. Please explain what you will be doing:

☐ Work  ☐ Live in another country  ☐ In treatment center  ☐ Other (explain) ____________________________

**Parent or Guardian Signature ____________________________ Date ___________**

Students who are going to attend another school outside the county should take their birth certificate, immunization record, report card, proof of residence, and social security number to register in their new school. A transcript will be sent to the new school upon receipt of request.

**School Use Only (select one Summer Leave Code and enter School ID) (if going to another FCPS school)__________________________**

<table>
<thead>
<tr>
<th>☐ SS1  Tt to VA Charter School</th>
<th>☐ SS2  Tt to Full-Time College</th>
<th>☐ SS3  Tt to HomeSchool</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ SS4  Tt to Health Problems</td>
<td>☐ SS5  Tt to Family School</td>
<td>☐ SS6  Tt to Job-Comp/Proj Challenge</td>
</tr>
<tr>
<td>☐ SS7  Tt to VA-1.5</td>
<td>☐ SS8  Tt to Financial Hardship</td>
<td>☐ SS9  Tt to Health Problems, Illness</td>
</tr>
<tr>
<td>☐ SS10  Tt to VA-2</td>
<td>☐ SS11  Tt to VA-3</td>
<td>☐ SS12  Tt to Job-Comp/Proj Challenge, 500 or less only</td>
</tr>
<tr>
<td>☐ SS13  Tt to VA-4</td>
<td>☐ SS14  Tt to VA-5</td>
<td>☐ SS15  Tt to Job-Comp/Proj Challenge, 500 or less only</td>
</tr>
</tbody>
</table>

School staff must keep the withdrawal letter or e-mail, IT-2 or IT-110 forms, W9 documentation, and all transcript requests in the student’s file.

IT-110 (2015)
Example of SS/SE-278: for actual form go to:
http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/se278.pdf.
Parent/Guardian
Address

Dear Parent/Guardian:

I am writing to inform you that your student, ______________, has been withdrawn from ____________school because he/she has missed fifteen (15) consecutive school days. We have been unable to reach you to obtain information on the reason for your student’s absences. Since school is currently in session, it is essential that you contact our school, and re-enroll your child as soon as possible.

Under Virginia compulsory attendance law, you are required to ensure that your student, aged five (5) to eighteen (18) attends school or completes an approved program of home instruction. If you have decided not to re-enroll your student in public school, notify me of your plans to continue your child’s education. Other options are available and provided in the attached Virginia compulsory attendance law and Virginia home instruction documents.

It is our obligation to refer your student to a Fairfax County Public Schools attendance officer for a truancy investigation if you do not confirm your child’s plans within five (5) school days.

Sincerely,

Principal

Enclosures:
Virginia Compulsory Attendance Law
Virginia Home Instruction Requirements