



Student Withdrawal Procedures for Out-Processing

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority: 10 U.S.C. 3013, 26 U.S.C. 6041, DOD Directive 1015.2 DOD Instruction 1015.10 and E.O 9397 (SSN)

PRINCIPAL USE: Information is needed to withdraw child from public school and out-process Soldier from the installation.

ROUTINE USE: Information can be released per Routine Uses listed under applicable Privacy Act System Notice.

DISCLOSURE: Voluntary; however, failure to provide requested information may result in the Soldier not being out-processed from the installation.

- A. Take this form to the student's current school. School personnel must sign form.
* A minimum of 48 hours notification is required for completion by school.
- B. Return this signed form to the CYSS Registration Office on either Schofield Barracks (Bldg. 556) or Aliamanu Military Reservation (Bldg. 1782)
- C. Child and Youth Services staff will sign and stamp Soldier's clearance form.

Please Print (use one form for each student)

Student's Name

Grade

School

- Visit school to officially withdraw (must be legal guardian/parent)
- Return all books (Library and Textbooks)
- Clear all charges and fines
- Clear extracurricular/athletic activities (if applicable)
- Receive copy of withdrawal document and/or records to include an IEP/MP if student is receiving special education services (available after completion of withdrawal process). To receive records in addition to the withdrawal form, a 48-hour notice is required.
- Receive copy of transcript/last report card
- Special Note:
Student has books/materials that are required for the remainder of his/her school attendance. The school and student are in agreement regarding the total of outstanding items that will be returned on student's last day _____.

(Fill in Date)

Signature of School Personnel and School Stamp

Date

This form must be returned to the Child, Youth & School Services Registration Office at either Schofield Barracks (#655-5314) or Aliamanu Military Reservation (#833-5393), in order to complete Soldier's clearance form.