



# Student Non-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.
- B. Return this signed form to the CYSS Registration Office on either Schofield Barracks (Bldg. 556) or Aliamanu Military Reservation (Bldg. 1782)
- C. Child, Youth & School Services staff will sign and stamp Soldier's clearance form.

Please Print (use one form for each student)

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
School

- The Parent has visited our school and discussed his/her permanent change of station (PCS) move.
- The Parent does not intend to withdraw child at this time, so we cannot give copies of records or sign the withdrawal form until the child has been officially withdrawn.

Return this form to the CYSS Registration Office in lieu of a signed withdrawal form.

\_\_\_\_\_  
Signature & Stamp of School Personnel

\_\_\_\_\_  
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.