



STUDENT WITHDRAWAL

Last Name	First	Middle	Student ID
Address		City	State Zip Grade
Fairfax High School			
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 _____
 Phone Number _____

New Address Street _____ City _____ State _____ Zip Code _____
 Transferring to (school name and state) _____

Below is for FCPS Use Only

Withdrawal Code	Withdrawal Date	
W1A	Tfr to Same FCPS, Grade Change	W3N Tfr to VA Charter School
W1S	Tfr to Homebound, Same FCPS	W3O Tfr to Full-Time College
W1T	Tfr fr Homebound, Same FCPS	W3P Tfr Job Corps or Proj Challenge
W1U	Tfr to Home-based, Same FCPS	W3Q Tfr to Non-US School
W1V	Tfr fr Home-based, Same FCPS	W4A Tfr to Non-Fx Cnty VA Public
W0E	Tfr to ISAEP or Grants	W4B Tfr to VA State-Oper Instituta
W2B	Tfr to Another FCPS	W5A Tfr to Non-VA US Public School
W3F	Tfr to Priv Non-Relig Fx Cnty	W6A Withdrawn, Deceased
W3G	Tfr to Priv Non-Relig in VA	W7A W/D, Graduated with Diploma
W3H	Tfr to Priv Non-Relig in US	W81 W/D, Achievement Problems
W3J	Tfr to Priv Religious Fx Cnty	W82 W/D, Behavioral Difficulties
W3K	Tfr to Priv Religious in VA	W83 W/D, Health Problems
W3L	Tfr to Priv Religious in US	W84 W/D, Family
W3M	Tfr to Home School	W85 W/D, Financial Hardship
W86	W/D, Employment	W87 W/D, Moved-Status Unknown
W88	W/D, Maximum Age	W89 W/D, Expulsion
W8A	W/D, Parental Privilege	W8B W/D, PK Student
W8C	W/D, Personal Choice	W8D W/D, Postgraduate
W9A	W/D, 15 Cons Days Absnt-Other	W9B W/D, 15 Cons Days Absnt-Illness
W9C	W/D, 15 Cons Days Absnt-Suspsn	W2E Tfr fr ISAEP or Grants-590 use only
W7B	W/D, Othr Credntl-590 use only	

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 officer for follow-up.

Required for Middle and High School Students

#	Course	Teacher	Mark to Date	Textbook Received	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					

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.