

1 **MOUNTAIN HOME SCHOOL DISTRICT NO. 193**

2 **MOUNTAIN HOME, IDAHO**

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4
5 **PROCEDURES**
6 Section 500.4, Pages 1-2
7

8
9 **STUDENT WITHDRAWAL (FOURTH QUARTER) K-6**

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11 When a student withdraws from school during the fourth quarter, the student's parent/guardian
12 should receive the following documents:

- 13
14 1. Letter of intent to promote/retain. (located on page 2)
15 2. A copy of the report card with first, second, and third quarter grades.
16 3. A PowerSchool Report listing grades to date, attendance, etc.
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(School Letterhead)

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(Date)

(2 spaces)

TO WHOM IT MAY CONCERN:

The student listed below was enrolled in the (grade) at (name of school) for school year (year).

This student moved prior to the completion of the school year. Based upon current grades, attendance, and continued enrollment in our school, this student would have been promoted to/retained in the (grade).

Name of student: _____

Date of birth: _____

Sincerely,

(4 spaces)

Principal

(school)

ADOPTED: June 1, 2001

Revised: February 1, 2016

Revised: January 22, 2007

Reviewed:

Revised: November 7, 2011