

WHAT YOU SHOULD DO IF YOU NEED TO WITHDRAW YOUR CHILD DURING THE SCHOOL YEAR OR OVER THE SUMMER BREAK?

Many changes can occur throughout the year i.e. school year or summer break. Maryland State Law and Montgomery County Public School policy states a parent authorization is required for withdrawing a student, along with required verification of enrollment at their new school.

Verification of Enrollment: <https://www.montgomeryschoolsmd.org/departments/forms/pdf/226-19.pdf>

If you're planning to withdraw your child, enroll them in a local private school, move within Montgomery County, move out of Montgomery County, move out of state, or not continuing on to one of our feeder high schools please notify Mrs. Hardy, Counseling Secretary & Registrar by email Tamara_A_Hardy@mcpsmd.org. Please contact Mrs. Hardy with the following information or return this form: the student's full name, the current grade level, the student's MCPS student ID#, the new school's name and contact information, your forwarding address, and whether the student will be withdrawing for the year or will not be returning to Cabin John Middle School for the next school year. Notification by letter of a withdrawal must be on file and appropriate clearance procedures must be completed before transcripts, report cards, and other school records will be mailed to the receiving school. Please call the Counseling Office at (240) 406-1560 if you have any questions.

Cabin John Middle School Withdrawal Form

Today's Date:
Student Full Name:
Current Grade Level:
MCPS Student ID#:
<u>New School's Information</u> Address:
Phone #:
Forwarding Address (if applicable):
During the school year withdrawal (last day attending Cabin John - example 1/2/2020):
A summer withdrawal (example 2021-2022):
Reason for Withdrawal (moved, etc.):
Parent's Signature: