GRAYLING HIGH SCHOOL

REQUEST TO COMPLETE STUDENT WITHDRAWAL FORM

Date: _____

To: _____ 1st hour _____ 2nd hour
_____ 3rd hour _____ 4th hour
_____ 5th hour Library Sheri

From: Teresa Bonamie, Counseling Office

Re: _____

The above student has withdrawn from Grayling High School. Please come to the counseling office by _____ to fill out withdrawal information on this student.

You will need to bring your records and information regarding the student's school book(s). **BOOK NUMBERS ARE REQUIRED FOR ANY BOOKS NOT RETURNED.** Sharon cannot bill for books without book numbers. A clipboard with the withdrawal sheet on it is located on Teresa's desk near the bulletin board. Please fill in the appropriate information. **IF YOU DO NOT COMPLETE THE FORM BY THE ABOVE DEADLINE, IT WILL BE REPORTED TO DONNA.** Do not remove the clipboard/withdrawal form from the counseling office!

You must print the dropped student's attendance if you are not using an attendance book! If there is not a DR next to the student's name, go directly to step #2.

1. Highlight dropped student – right click
   Go to Un drop "Freddie Fender"

2. Get student attendance summary
   Go to REPORTS
   Go to ATTENDANCE
   Go to STUDENT SUMMARY

3. View student (if not shown do the following)
   Go to STUDENTS
   Go to SELECT STUDENTS
   Highlight name – Click OK

4. View attendance (if not shown do the following–this is a one-time step)
   Click on STUDENTS; then, ATTENDANCE;
   Click on boxes: TOTAL ABSENCES, TOTAL TARDIES, LIST DATES ABSENT, LIST DATES TARDY...leave others blank
   START DATE: leave blank END DATE: leave blank
   Click on OK
   Click on Print; then, Save Configuration
   Now the report is saved, it should open like this in every class

5. Print Report

6. Record drop date, sign report and put it in your official attendance book or folder

Thank you for your cooperation to help expedite this procedure.