

DATE: _____

TO: _____

FROM: Donna Boughner

RE: Withdrawal Form

You are delinquent in signing a withdrawal form. Report to Teresa Bonamie today to sign this form. Consider this notice a reminder. If this happens again, you will receive a reprimand. Other schools expect exit grades when they enroll our students and records cannot be sent until we get this information from you.

Special Note: If you have been absent for an extended period of time, please let Teresa know this is why you are late to complete the form.

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