**Student Withdrawal Report**

School Name: School District:

Registrar/Counselor Name: Phone Number:

Student Name: Date of Birth: Age: Gender: Grade:

Student State ID #: Permanent ID #:

Enrollment Date: Withdrawal Date: Last Day Attended:

Reason for Withdrawing:

Next School/District:

**Partial Credit Log**

Type of Grading Period: Semester  Trimester Total # of Credits Available/Grading Period:  1  5

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| --- | --- | --- | --- | --- | --- |
| **Course Name** | **Corresponding**  **Graduation Requirement** | **Check Out**  **Grade\*** | **# of Periods**  **Attended** | **Length of**  **Each Period** | **# of**  **Credits Earned\*\*** |
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\*If your district has semesters of equal length, use the [**Calculation/Conversion Table for Districts with Semesters of Equal Length**](http://kids-alliance.org/wp-content/uploads/2016/08/PartialCreditCalculationTableForDistricts_v3.pdf). If your district has semester of unequal length, use the [**Calculation Tool for Districts with Semesters of Unequal Length**](http://kids-alliance.org/wp-content/uploads/2016/08/Partial-Credit-Calculation-Tool-for-Districts-with-Semesters-of-Unequal-Length_v3.xlsx).

\*\* A check out grade is the final grade issued by an individual teacher based on youth’s cumulative work over the entire grading period up until the last day of actual attendance, including exam scores, home and class work, participation, and attendance. Foster youths’ grades may not be lowered for absences caused by placement changes, court appearances, or participation in court-ordered activities. Teachers should be informed of the last day of actual attendance so that they may issue proper check out grades.

**Teacher Comments**

Teachers can provide additional information that may be useful for the youth’s teachers at the new school, including information on the strengths and weaknesses of the youth.

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| **Course** | **Teacher Name** | **Comments** |
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Signature of School Registrar/Counselor: Date Official Transcript Issued: