

Withdrawal Form & Checklist



Braswell High School

Parents: Please fill out form and return along with photo ID to the Registrar's office in the Student Center.

Please be advised that you have 3 days to enroll in another school after you withdraw from our campus. Your new school will need to request your records via fax or Texas Records Exchange System (TRES). If we do not receive a request for records or verification of enrollment (VOE) from your new school within 3 days, a truancy case may be filed in court against the student and parent/guardian.

Parent/Guardian Signature: _____ Date: _____

While my child was a student at Braswell High School, textbooks, classroom books, library books, school id's, uniforms and other school property may have been checked out to him/her. I understand that I am responsible for returning these items or paying to have them replaced if they were lost or stolen while in my child's possession. Additionally, if my child owes fees for a club or until all items/fines/fees are returned or cleared.

PAYMENTS MUST BE IN THE FORM OF CASH OR MONEY ORDERS ONLY

Student Name: _____ ID #: _____ Grade _____

Parent/Guardian Name: _____

Name of New School (city & state): _____

Date of withdrawal _____

OFFICE USE ONLY

Photo ID

Athletics

ROTC

Bookkeeper

Band/orchestra/choir

Credit Recovery _____

Text/Library books

Chromebook



Withdraw Truancy Notification

RE: Withdrawing from a Denton ISD School to Prevent Truancy

Dear Parent/Guardian:

State law requires children, ages 6-19, to attend school each day that instruction is provided. In order to avoid truancy charges, please make sure that you enroll your child in another educational setting immediately after withdrawing them from a Denton ISD campus. Denton ISD must receive verification from your child's new school, that your child is enrolled. This verification can be provided through a TReX request from your new school. Your new school may also fax or email a "Request for Records" to our campus Registrar.

If we do not receive a Request for Records or Proof of Enrollment from another school within **3 school days**, a truancy case may be filed in court against the legal parent/guardian and/or the student.

Please contact Denton ISD if we can assist you with this process,

Roshaunda Thomas, M.Ed.
Assistant Director
Student Support Services
Denton Independent School District

Parent Signature

Date