

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO**

PROCEDURES
Section 500.4, Pages 1-2

STUDENT WITHDRAWAL (FOURTH QUARTER) K-6

The earliest a student may be withdrawn from school and still receive a report card is ten (10) days prior to the last scheduled day of school.

When a student withdraws from school during the fourth quarter or eleven (11) days prior to the last scheduled day of school, the student's parent/guardian should receive the following documents:

1. Letter of intent to promote/retain. (located on page 2)
2. A copy of the report card with first, second, and third quarter grades.
3. A PowerSchool Report listing grades to date, attendance, etc.

School Letterhead)

(2 spaces)

(Date)

(2 spaces)

TO WHOM IT MAY CONCERN:

The student listed below was enrolled in the (grade) at (name of school) for school year (year).

This student moved prior to the completion of the school year. Based upon current grades, attendance, and continued enrollment in our school, this student would have been promoted to/retained in the (grade).

Name of student: _____

Date of birth: _____

Sincerely,

(4 spaces)

Principal

(school)

ADOPTED: June 1, 2001
Revised: February 1, 2016

Revised: January 22, 2007
Reviewed: January 15, 2019

Revised: November 7, 2011
Revised: March 12, 2019