



Fort Bend Independent School District

Willowridge High School

16301 Chimney Rock, Houston, TX 77053

Ph. 281-634-2450/ Fax. 281-634-2513

INTENT TO WITHDRAW

(Must be completed by parent / legal guardian of student)

Name of Student: _____ Student ID: _____

Birth Date: _____ Grade: _____ Last day of Attendance: _____

Reason for withdrawal/no show: _____

Moving from (present address): _____

Moving to (new address): _____

Cell Phone: _____ Email Address: _____

Student will enroll in:

Name of new school

Address

City

State

Zip

**Please
Check
One**

_____ Texas public school

_____ Texas private school

_____ School *outside* of Texas

_____ Return to *home country*

_____ Home School

_____ Other _____

Parent/Guardian Reminder: Once your student has been withdrawn from WHS and you decide to re-enroll at some point, please keep in mind if you do not reside within 2 miles of WHS you will have to enroll your student at Marshall High School. Parent/Guardian Initials: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____

Campus Principal Signature: _____ Date: _____

For Secondary Only: (Completion Plan)

Counselor/Drop Out Completion Coach Signature: _____ Date: _____

PLEASE RETURN THIS COMPLETED FORM TO THE REGISTRAR'S OFFICE IMMEDIATELY.

Willowridge High School Withdrawal Interview Form

Prior to completing the withdrawal process, the parent/guardian of all students who wish to withdraw from Willowridge High School shall be asked the questions below by the student's grade level administrator or drop out prevention rep Mr. Rosado.

Date: _____

Student ID#: _____

Student Name: _____ Parent/Guardian withdrawing the student: _____

WHS Administrator/School Official Conducting Interview: _____

1. What is the reason for the student's withdrawal from Willowridge High School?

2. At what school will the student enroll after he/she withdraws from Willowridge High School?

3. Is the Receiving school accredited? (If the school is unfamiliar to the administrator or if the parent is not sure of the receiving school's accreditation, discuss the necessity of attending and graduating from an accredited school. Make sure the packet of information regarding non-traditional accredited schools is shared with the student and parent/guardian.)

4. On what date will the student be officially enrolled in the new school? (The date should be within three school days of withdrawal from Willowridge.)

Contact Phone Number for Parent/Guardian: _____

Alternate Contact (other than Parent/Guardian): _____

Before the student and Parent/Guardian Leave:

- Secure a contact number for the parent/guardian for follow-up purposes
- Remind the student and the parent/Guardian that the verification of Enrollment provided at withdrawal must be completed by a school official at the receiving school and faxed to Willowridge the day the student enrolls at the new School.