

# Fort Bend Independent School District



First Colony Middle School  
3225 Austin Parkway  
Sugar Land, Texas 77479  
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## INTENT TO WITHDRAW & ENROLL DOCUMENT

(To be completed by parent or legal guardian of student)

**NAME OF STUDENT** \_\_\_\_\_

Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Last day of attendance at FCMS: \_\_\_\_\_

Permanent residence is with? Both parents \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_

Reason for withdrawal/no show: \_\_\_\_\_

Moving from (present address) \_\_\_\_\_

Moving to (new address) \_\_\_\_\_

\_\_\_\_\_ Move In Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

### Student will enroll at:

Name of new school

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### This School is:

TX Public \_\_\_\_\_ TX Private \_\_\_\_\_ Out of TX \_\_\_\_\_ Return to Home Country \_\_\_\_\_ Other \_\_\_\_\_

### Withdrawal Procedures

Campus registration staff will withdraw students based on the guidelines as outlined in the **SAAH 3.4**. The student should be withdrawn from the attendance accounting system on the date campus staff becomes aware the student is no longer a member of the district. With proof of enrollment in a different district/campus, retroactive withdrawals are permitted to the day a student enrolled in another school. If a student withdraws before attendance is taken, the withdrawal date is that school day. If a student withdraws after attendance is taken, the withdrawal date is the next school day. A student is not in membership on the withdrawal date.

Parent or Legal Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Campus Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_