

NOTIFICATION OF WITHDRAWAL

If your student will be leaving Eagleview Middle School, we ask that you do the following:

- 1) Students may come to the Counseling Office and ask to speak to the Registrar, Mrs. Gamache, to obtain a Notification of Withdrawal form. This form can also be downloaded [here](#).
- 2) After the parent or guardian completes the form, please have your student return it to the Counseling Office.
- 3) On the day before checkout, the student will be asked to begin completing the checkout process. Two days are needed for checkout due to our rotating block schedule. The student may come to the Counseling Office before school starts, or we will call the student down with a pass during their first class of the day.
- 4) On the final checkout day, the student will again come to the Counseling Office in the morning to get their checkout sheet. Parents should communicate with their students and check on the Parent Portal in Infinite Campus to find out if any fines are owed. The Bookkeeper, Mrs. Bryant will sign the Checkout form when all fines are paid.
- 5) We ask parents to come to the Counseling Office on their student's last day to complete the final checkout form between 2:00-3:00 pm. A copy of the checkout sheet and records request information will be given to you at this time. If you need to make other arrangements, please contact the Registrar at (719) 234-3436 or by email Tammy.LaBerge@asd20.org before the final check out day.