

<b>Students</b>	<b>Section J:</b>		
	<b>Knox County Board of Education</b>		
	Descriptor Term:	Descriptor Code:	Issued:
	<b>Withdrawals</b>	<b>J-160</b>	<b>7/95</b>
	Reviewed:	Revised:	
	<b>6/17</b>	<b>6/08</b>	

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Students shall notify their teacher(s) and/or principal when it is known that they will be withdrawing from school.

If a student drops a class or withdraws from school during a grading period, each teacher will record on the withdrawal form, grade sheet, and permanent record the grade letter and/or numerical equivalent attained as of the date of withdrawal.

The principal or designee shall ensure that all information is completed on a student's record before a transcript is sent to another school.