



ATTENTION PANTHER PARENTS/GUARDIANS:

THANKS FOR BEING A PART OF OUR PANTHER FAMILY!

Need to Withdraw Your Student?

- ✓ Be sure to provide our campus with 24-hour notice in order to ensure a more efficient withdrawal process.

You may contact our campus to provide notice of withdrawal via the following:

- Phone: 281-345-3000
 - Email: CySpringsRegistrar@cfisd.net
 - Stop by the campus and schedule your appointment time.
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- ✓ Be sure to complete the **“Student Withdrawal Checklist”** prior to returning to campus to withdraw your student
 - **Checklist on page 2**

Student Withdrawal Checklist

Thank you for visiting Cypress Springs High School! Please help our staff provide your family with a smooth withdrawal process by completing the information below. Let's get started!

The withdrawing parent/legal guardian must:

- **Have proper authority to do so.** A student may be withdrawn only by a parent or legal guardian. A picture ID is required at the time of withdrawal. *If there are legal documents affecting the student's custody, a copy must be provided to the campus prior to withdrawal and may affect a parent's or legal guardian's ability to withdraw a student.*
- **Clear their student from campus.** Turn in all textbooks, library books, equipment, uniforms and be cleared from the campus fees/fines list. *Failure to do so will result in withholding the student's transcript and may affect the student's ability to enroll on his/her new campus.*



What's next for your student? Complete 1 of the following:

- **Enrolling in a different school.**
 - a. *School Name:* _____
 - b. *City, State:* _____
- **Enrolled in homeschool - Date that your child began homeschool.**
 - a. **Be sure to fill out Home School Form**
- **Enrolled in college full time (9+ hours) - Bring a copy of your student's enrollment statement.**
- **Returning to their home country.**
 - a. **Country:** _____
- **Enrolled in the Gary Job Corps Diploma Program.**
- **I'm not sure where my student will attend school.**



Updated Contact Information?

1. **STUDENT FIRST & LAST NAME:** _____
2. **PARENT/GUARDIAN FIRST & LAST NAME:**

3. **PHONE:** _____
4. **EMAIL:** _____
5. **Parent Signature:** _____



When you've finished and have the requested information, please take the COMPLETED sheet to the receptionist and inform her which option above applies for your student to complete the withdrawal process.

Withdrawal of Students from School

*A student who officially ceases to be enrolled in school before the end of the school year is said to be "withdrawn from school." A student may be withdrawn only by a parent or legal guardian. In the event there are legal documents affecting custody of the student, a copy must be provided to the campus prior to withdrawal and may affect a parent's or legal guardian's ability to withdraw a student. The parent or legal guardian withdrawing the student should notify the school in writing or by phone **at least 24 hours in advance** in order to provide time for the school to complete the withdrawal procedures. The parent or guardian should be prepared to present a picture ID to school officials when withdrawing the student.**

**2019-2020 Cypress-Fairbanks Student Handbook, HB-8*

*NOTE: This form **does not** replace the Cypress-Fairbanks ISD Withdrawal Authorization. Please return this completed document to your withdrawal appointment. Thank you for your assistance.*