

# Student Withdrawal



Developmental Research School  
at the University of Florida

PLEASE PRINT:

Student's Legal Name \_\_\_\_\_ Grade \_\_\_\_\_

Student# \_\_\_\_\_ Date \_\_\_\_\_

Forwarding Address \_\_\_\_\_

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

I, \_\_\_\_\_, am requesting the withdrawal of  
\_\_\_\_\_, Effective (Date) \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Home# \_\_\_\_\_ Work# \_\_\_\_\_ Cell# \_\_\_\_\_

RECORDS REQUEST:

PLEASE SEND RECORDS TO:

Name of School \_\_\_\_\_

School Address \_\_\_\_\_

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

I have read the policies regarding student withdrawals from and returning to P.K. Yonge Developmental Research School at the University of Florida, on the second page of this document.

I understand that All Florida Virtual School, MyDistrict, and Credit Recovery courses must be completed before submitting the P.K. Yonge Withdrawal Form.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Exit Interview Completed:  
Administrator/School Counselor Name: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

# Student Withdrawal Notification



Developmental Research School  
at the University of Florida

## WITHDRAWAL POLICIES:

1. Parent(s)/Guardian(s) should meet with a school counselor or administrator to obtain and complete the Student Withdrawal Notification Form for any student planning to withdraw from P.K. Yonge Developmental Research School.
2. Parent(s)/Guardian(s) should return the completed Withdrawal Notification Form prior to submitting a request for transfer of the student's academic records to the new school. The completed Student Withdrawal Notification Form, along with the Withdrawal Grade Form must be returned to the school counseling office prior to the student's last day.
3. ALL textbooks, technology equipment, or any other school-issued supplies and property such as library books, team uniforms, music notebooks, or costumes must be returned prior to withdrawal. The student(s) Chromebook, Chromebook case and both pieces of the Chromebook charger must be returned to Building Q Room 501. Allow at least 15 minutes for these 3 items to be evaluated upon return. Note: If there are any missing or damaged items, as noted on the Chromebook Intake Form, reimbursement is expected for these fees immediately. Payments will be accepted In the Business Office.
4. ALL financial obligations including library fines, cafeteria debts, activity fees, and Chromebook Intake fees must be paid in full prior to the withdrawal. Please make checks payable to University of Florida.
5. In order to return to P.K. Yonge D.R.S., an application must be resubmitted and selected for the student to be placed in the applicant pool for future consideration. Questions concerning these policies should be directed to the administrator or counselor who assisted with this Student Withdrawal Notification Form.