

# Withdrawal From School

Students must bring a letter from parents with a copy of PCS orders **at least one month before leaving school**. A clearance sheet will be taken to all classes the day before leaving. One day is needed for clearance. Students will follow normal schedules on checkout day.

Students who are withdrawing for other reasons need to present a letter of explanation and a request from their parents to the Principal. An unofficial transcript of grades will be provided. All **official** records are forwarded upon written request by the receiving school. **They are not hand-carried by students or parents.**