

TRANSFER/WITHDRAWAL PROCEDURE

When transferring to a new school, a parent/guardian will need to stop in to the Student Services office to fill out a withdrawal form. The student will need to take this form around to his/her classes on the last day of attendance for the teacher to sign. All books need to be returned that day. The librarian will also need to sign the form. After enrolling at the new school, a records request will be sent to us. Records will be sent to the new school if all obligations are have been met at Northwestern High School. If fees are owed, records will be sent once those obligations are paid.