

STUDENTS AND INSTRUCTION **5000**

ATTENDANCE 5100

STUDENT WITHDRAWAL FROM SCHOOLS 5111

When a student leaves the Salem Public School before the end of the school year, the school department will furnish a transfer card to the student's parent for the office of the superintendent of the receiving community only after:

The student's parent or an age majority student contacts the school office;

The parent or an age majority student obtains a sign-out sheet and transfer card;

The student returns all books and school property;

The student satisfies all financial obligations.

Additional pupil information will be furnished upon request by the parent, guardian, or the next school.

For pertinent information, refer to the appropriate student handbook(s).

Approved: 1/ 9/06