

## **WITHDRAWAL FROM SCHOOL**

Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age may not withdraw from school unless the student, the student's parent or guardian, and the principal agree to the withdrawal. Additionally, the parent or guardian and the principal must provide written consent for the student to withdraw from school. If the principal (this duty may not be delegated to a designee) does not consent to the student's withdrawal, the student's parent may appeal the denial to the Board. A student may withdraw from school only if all of the following conditions are met: an exit interview is conducted with the student, the student's parent or guardian consents to the withdrawal, the student's principal approves of the withdrawal, and the withdrawal is due to financial hardship (in which the student must be employed to support the student's family or a dependent), illness, or a court order.

If the principal denies the withdrawal of the student, the student may appeal the denial to the School Board in writing within five (5) calendar days of the principal's denial.

At least five (5) days before the exit interview, the school shall notify by certified mail or personal delivery to the student or the student's parent/guardian that the student's failure to attend the exit interview or return to school if the student does not meet the requirements to withdraw from school under the statute will result in the revocation or denial of the student's driver's license or learner's permit, and employment certificate.

During the exit interview, the school principal shall provide to the student and the student's parent a copy of statistics compiled by the Indiana Department of Education concerning the likely consequences of life without a high school diploma. The school principal shall again advise the student and the student's parent during the exit interview that the student's withdrawal from school may prevent the student from receiving or result in the revocation of the student's employment certificate and driver's license or learner's permit.

The student's request to withdraw, the parent's consent to the withdrawal, and the principal's consent to the withdraw must all be in writing.

The high school principal may conduct the exit interview. The assistant principal or Director of Guidance may conduct the exit interview in the presence of another administrative employee.

If a student withdraws without consent from the principal, he shall be considered a dropout. Pursuant to Indiana law, the principal shall notify the Bureau of Child Labor and Bureau of Motor Vehicles which shall revoke or refuse to issue an employment certificate and driver's license or learners permit.

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Adopted: [date]  
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