Auburn Senior High School
800 4th Street Northeast
Auburn, WA 98002
Bookkeeper: (253) 931-4895 Guidance Office: (253) 931-4893 Registrar: (253) 931-4876

Withdrawal Form

Today's Date _____ Date of Entry:_____ Date of Withdrawal: _____

Student's Name _____ Grade _____

Street Address _____ Birthday _____

City, State, Zip Code _____ Phone: (____) _____

Reason for withdrawal:

Please turn in your books!

- ☐ Moving out of Auburn School District – Moving to: _____
- ☐ Transferring to West Auburn High School _____
- ☐ Transferring to Riverside High School _____
- ☐ Registering to home school _____
- ☐ Attending at a private school _____
- ☐ Other _____

Withdrawal form is to be signed by each teacher, librarian and staff listed across the bottom of the form before returning to the registrar. The withdrawal will be processed when a completed form is returned to the registrar. Withdrawal grades are retained in the guidance office.

Period	Subject	Withdrawal Grade (& %)	Teacher's	Outstanding fine(s) – list books by title and number
	Library			

Attendance office _____ (120 Report)

Nurse _____ (CIS Form)

Registrar _____ (Transcript)

Office Use Only

W/D Code ____ Bookkeeper____ Fines $____

Any school district whose property has been lost or willfully cut, defaced, or injured may withhold the grades, diploma, and/or transcript of the pupil responsible for the damage or loss until the pupil or the pupil's parent/guardian has paid for the damages. The parent or guardian of such pupil shall be liable for damages as otherwise provided by law. Per district policy, records will not be forwarded to the next school until restitution has been made. The bookkeeper will be made aware of outstanding fines, fees, or books due when the withdrawal form is complete. Contact the Auburn Senior High School bookkeeper to make arrangements for payment of fines.