

Topic: School withdraw	OPR: School Liaison Officer 380-6880
Reference: N/A	

Procedure:

- Give two weeks notice of departure to the main office at the school the child attends
- Make sure all fees are paid (i.e. lunch, fundraisers) and books are returned
- The day of departure pick up the copies of the students records, hand carry do not pack with you household goods.
- Upon arrival at new duty station, register the student with the copies of records. The incoming school with contact the prior school for original student file.