



DUXBURY PUBLIC SCHOOLS

Duxbury Public Schools
93 Chandler Street, Duxbury, Massachusetts 02332
Tel: (781) 934-7600 • Fax: (781) 934-7644
District website • www.duxbury.k12.ma.us
Twitter: @duxbury_ps • Facebook: Duxbury Public Schools

Release of Student Records / School Withdrawal Form

Form must be submitted in person to school office

Date:	
Student Full Name:	
Grade / School Withdrawing:	
Reason for Withdrawing:	
Effective Date of Withdrawal:	
Date Laptop/Books Returned/Staff Initials (Grades 7-12 only):	

Student's New School: _____ **Circle Applicable School Type:** Private Public

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Contact Name:** _____

Student's New Home Address (if moving out of Duxbury):

Address: _____

City: _____ **State:** _____ **Zip:** _____

My signature verifies that I am the parent/legal guardian of the above named student or a student of 18 years or older, authorizing the Duxbury Public Schools to send for or to forward all transcripts, medical, guidance, and special education records.

Print Name **Signature** **Date**

For Official School Use Only

Scan both sides and forward to:

- Original to Cumulative Folder
- Technology Director
- Special Education Director (if applicable)
- Central Office

Form Received by/ Date: _____

Withdrawal Completed by/Date: _____



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Official School Use Only (Please check the appropriate box)

	01	Enrolled
	04	Graduate with a competency determination
	05	Permanent exclusion (Expulsion) ***
	06	Deceased
	09	Reach the maximum age, did not graduate or receive a certificate of attainment *
	10	Certificate of attainment
	11	Completed grade 12 and district-approved program (District does not offer a certificate)
	20	Transferred – In state public
	21	Transferred – In state private
	22	Transferred – Out-of-State (public or private)
	23	Transferred – Homeschool
	24	Transferred – Adult diploma program, leading to MA diploma
	30	Dropout – Enrolled in a non-diploma granting adult education program
	31	Dropout – Entered Job Corps
	32	Dropout – Entered the military
	33	Dropout – Incarcerated, district no longer providing educational services
	34	Dropout – Left due to employment
	35	Dropout – Confirmed dropout, plans unknown
	36	Dropout – Student status/location unknown
	40	Not enrolled but receiving special education services only
	41	Transferred – no longer receiving special education services only

* Reached maximum age of 21 or 22 years old

** Certificate of Attainment as defined by the Board of Education (<http://www.doe.mass.edu/mcas/cert-attainment.html>)

*** Permanent Exclusion (Expulsion) from school is defined as a disciplinary action imposed by school officials to permanently remove a student from participation in all school activities. Student is ineligible to return to school. A student whose removal is not permanent should be coded as 01.

Note to Parent/Guardian of Special Education Students

I understand that I have the right to refer myself/my child for a Team evaluation at any time prior to their graduation or upon turning twenty-two (22). I also have the right to request an evaluation prior to termination, to determine whether my child is eligible for special education services under state and federal laws under special education.