

# Student Withdrawal Procedures for Out-Processing

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## DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority: 10 U.S.C. 3013, 26 U.S.C. 6041, DoD Directive 1015.2, DoD Instruction 1015.0, and E.O. 9397 (SSN).

PRINCIPLE USE: Information is needed to withdraw child from public school and out-process soldier from the installation.

ROUTINE USE: Information can be released per Routine Uses listed under applicable Privacy Act System Notice.

DISCLOSURE: Voluntary; however, failure to provide requested information may result in the soldier not being out-processed from the installation.

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- A. Take this form to the student's current school. School personnel must sign form.
- B. Return this signed form to the Rock Island Arsenal Children & Youth Services office.
- C. Rock Island Arsenal School Liaison Officer or other Children & Youth Services personnel will sign soldier's clearance form.

Please Print (use one form for each student)

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
School

- Visit school to officially withdraw (must be legal guardian/parent)
- Return all books (Library and Texts)
- Return ID/library card
- Clear all charges or fines
- Clear extracurricular activities, if applicable
- Receive copy of withdrawal document and/or records to include IEP if student is receiving special education services (available after completion of withdrawal process) to receive records in addition to withdrawal form required 48-hours notice in most cases.
- Receive copy of transcript/last report card.

\_\_\_\_\_  
Signature of School Personnel

\_\_\_\_\_  
Date

**This form must be returned to Rock Island Arsenal Children & Youth Services (782-2828)  
in order to complete soldier's clearance form**