



Orange County
Public Schools

ORANGE COUNTY PUBLIC SCHOOLS
SCHOOL WITHDRAWAL INFORMATION

Student Withdrawal Process: Leaving OCPS

*Any student (includes charter schools, exceptional education, Family Empowerment Scholarship, Alternative school, contract schools, technical schools, private schools, and approved transfers) must have a withdrawal form from the previously attended school before the student can be enrolled in the new school. Exception: students entering from JDC.

Parent needs to:

- Present ID**
 - When necessary appropriate legal documents
- Return books, electronics, and other school materials**
- Complete and sign withdrawal form**

Please allow withdrawing school 24 hours to complete the requested withdrawal

Documentation provided to the parent by current school:

- Completed withdrawal form with grades**
- Student Detail Profile**
 - *depending on the time of year the following may be provided*
 - Transcript
 - Last report card
 - Progress report
- Copy of the Birth Certificate**
- Tracking form/Request for Release of Records**
- Copy of Immunization Record**