

Intention to Withdraw

Ilima Intermediate School

DIRECTIONS:

1. **PRINT** legibly the full **LEGAL NAME** the student used at Ilima Intermediate School.
2. Complete all information requested on this form.
3. Please notify / return this form completed to the school **at least TWO(2) WEEKS PRIOR TO WITHDRAW DATE** for processing.
4. Student must notify all teachers and clear all obligations prior to the release date. Certificate of Release will be generated as soon as student completes his/her withdraw process.
5. Certificate of Release must be picked-up on the last day of attendance from the main office.
6. If the form is being sent to Ilima electronically, please attach a copy of your license.

Please release my child, _____,
Last First MI

_____, 7th 8th, from Ilima Intermediate School.
Birth Date Check Grade

Last day at Ilima Intermediate will be on _____.
Date

Reason of Transfer: Please check appropriate box.

Transfer to Hawaii DOE: _____ Transfer to Private School: _____ Homeschool (4140)
Area or School Private School

Moving to Mainland: _____ Moving to Foreign Country: _____
City, State City, Country

My child will be transferring to: _____
School

City / State / Country

Our forwarding / new address is: _____
Address

City State Zip code

Contact Phone Number: () _____

I hereby provide Ilima Intermediate School with the information requested above and grant them permission to forward school records for the above-named student to the receiving school upon receipt of that school's Notice of Enrollment.

 Signature of Parent or Legal Guardian (please check one)

 Print Name

 Date Signed