

# Deerfield High School Student Withdrawal Form

- Counselor:**
1. Before printing, please complete the top half of this form.
  2. Please e-mail the "DHS Student Withdrawal Group", the student's teachers and case manager, if applicable, of this student's intent to withdraw from Deerfield High School.
  3. Supply both page 1 (Form) and page 2 (Student Records Policy) of this form to the student .

**Student Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_  
**Counselor:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_  
**Grade:** \_\_\_\_\_

Student has indicated that \_\_\_\_\_ will be his/her last day of attendance.

Reason:  
(For state reporting, be sure to give details.)

**Verification by Parent/Guardian:**    Note (attached)    Phone Call    E-mail (copy attached)

Other, please explain:

If known, please indicate:

New School Name: \_\_\_\_\_ City & State: \_\_\_\_\_

Public    Private

**Student: Take this form to the various departments to receive approval to withdraw.  
Return this completed form to your counselor.**

*We ask that the following Department Chairs and Managers please sign this form indicating that the above student has returned all school equipment, books, etc. and has fulfilled all other obligations which would be affected by this withdrawal.*

Department	Signature of Approval
Athletics Department (F103), Director	
Health Service (B102), Nurse	
Library, Director	
Technology, Manager	
Bookstore, Manager	
FRAM Coordinator (K115)	
Mathematics (X117), Dept. Chair	

**Counselor: Please return this completed form to the Assistant Principal's Office (K115).**

Counselor Signature: \_\_\_\_\_

**Office Use Only:**  
*Please process and initial, then forward form to next office.*

1. Scheduler                       2. Registrar

**Township High School District #113  
Highland Park - Deerfield High Schools**

**Student Records Policy**

The Board of Education and administration of Township High School District 113 recognize that the collection, maintenance, and dissemination of official student records is essential to school operations. The District's policy incorporates the Family Educational and Privacy Rights Act of 1974, the Illinois School Student Records Act of 1975, and regulations promulgated under these statutes. Copies of the policy statement and procedures regarding its implementation are available in the counseling, administrative, departmental offices and in the I.M.C. in each high school and at the District administrative office.

A student's school record consists of all official data collected: cumulative, temporary, and confidential. Generally, students and their parents/guardians have the right to know the nature of and to review the material collected, to understand the purposes for retaining information, and to know procedures for correcting erroneous information and copying of information in the record.

As members of The Committee for Inter district Cooperation (C.I.C.), District 113 receives the temporary and cumulative records for each incoming junior high student immediately after a student's graduation from the eighth grade. The high school staff assumes custodial responsibility for all permanent records for not less than sixty years after the student has transferred, graduated, or otherwise permanently withdrawn from school. Temporary records are maintained for five years after a student's transfer, graduation, or permanent withdraw from the school; then permission to destroy the temporary record is sought from the Local Records Commission.

1. Generally, a student's school records may be examined by parents/guardians upon request. All rights and privileges accorded to a parent/guardian relative to student school records shall become exclusively those of the student upon the student being 18 years old, graduating from high school, marrying or entering the military service.
2. Except as otherwise provided in the Illinois School Student Records Act, student records may not be released to other persons or institutions without written permission of the parent or guardian (or the student, in cases where the student is eighteen years old), or pursuant to a court order. Further, the release of confidential student mental health records shall be implemented in conformance with the Illinois Mental Health and Developmental Disabilities Confidentiality Act.
3. Principals will release student records to the official records custodian of another school, both within and outside the State of Illinois, in which the student has enrolled or intends to enroll. Parents have a right to challenge records prior to the release of records to the new school, pursuant to the procedures to challenge student records.
4. Procedures exist for challenging the contents of student records.

For a complete description of student and parent rights under the District 113 records policy, please request to review copies of:

1. District 113 Board Policy 7-15 and its implementing Administrative Procedures.
2. Illinois School Student Records Act of 1975.
3. Family Educational and Privacy Act of 1974.
4. Illinois Mental Health and Developmental Disabilities Confidentiality Act.

**Summary of Records Procedures**

1. "Student Permanent Record" means and shall consist of: Basic identifying information, including student and parent names and addresses, birthdate and place, and gender; academic transcript, including grades, graduation date, grade level achieved and scores on college entrance examinations; attendance record; accident reports and health records; record of release.
2. "Student Temporary Record" means and shall include information not required to be in the student permanent record which shall include: home language survey, information regarding disciplinary infractions, other health related information, any biometric information, and DCFS reports. Student Temporary Record information may include: family background information; intelligence test scores, aptitude test scores; reports on psychological evaluation; achievement level test results; participation in extracurricular activities; honors and awards received; teacher anecdotal records; disciplinary information; Special Education files; and other verified information of clear relevance to the education of the student.
3. The student's records are available for inspection, without parental consent, by any certified member of the staff involved in the education of the child. This includes, but is not necessarily restricted to, counselors, teachers, administrators, and the school registrar.
4. Families not wishing address and phone numbers to be printed in the student directory need to contact their student's counselor before the first day of the school year.
5. No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing of information from a student's temporary record.
6. A student's school records may be examined by parents or guardians upon request. Students eighteen years or older have the right to examine their records at any time. Younger students must have written parental consent.
7. All student records are available for examination; copies of any materials in a record may be requested (at reasonable cost).
8. Except as otherwise provided in the Illinois School Student Records Act, students records may not be released to other persons or institutions without written permission of the parent or guardian (or the student, in cases where the student is eighteen years old), or pursuant to court order. Further, the release of confidential student mental health records shall be implemented in conformance with the Illinois Mental Health and Developmental Disabilities Confidentiality Act.
9. Procedures exist for filing complaints with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA).