

2.6 WITHDRAWAL POLICY

Scholars Academy recognizes that students may withdraw from Scholars Academy at any time. Because Scholars Academy wishes to fully understand the reasons behind a withdraw decision, the School will ask parents/legal guardians seeking to withdraw their students to complete a withdrawal form. The form at a minimum will include the reason for withdrawal. In addition, Scholars Academy will extend to parent/guardian(s) of all withdrawing students an opportunity for an exit interview. The Executive Director will be responsible for scheduling the exit interview, if accepted, and will determine who should attend the exit interview on behalf of Scholars Academy.

Upon receipt of written request from the student's new school, Scholars Academy will provide a copy of the student's record in a timely manner. Scholars Academy reserves the right to withhold student records from parents/legal guardians until all outstanding balances are repaid in full (e.g. Extended Care, PTO and library balances) and all library books and school property are returned.

Date Adopted: October 26, 2015