New Student Withdrawal Form

Student Name **DOB**

Site **Placement Date**

Attempt #1 DATE	**Steps**	**Outcome**	**Additional Information**
	☐ Call all phone numbers provided. ☐ Email parents	☐ Contact made ☐ Message left ☐ Unable to contact	☐ Child moved out of county ☐ Parent declined- no longer interested in the program ☐ Parent declined- choosing to remain on waitlist ☐ Parent declined- Transportation ☐ No response from parents
Attempt #2 DATE			
	☐ Call all phone numbers provided. ☐ Email parents	☐ Contact made ☐ Message left ☐ Unable to contact	☐ Child moved out of county ☐ Parent declined- no longer interested in the program ☐ Parent declined- choosing to remain on waitlist ☐ Parent declined- Transportation ☐ No response from parents
Additional comments:			

Teacher Signature Date Director Signature Date

Submit this form to Sonia Acosta at the MECK Pre-K office (sacosta@smartstartofmeck.org) or fax to 704-377-1824. A new student will be assigned to your center as soon as possible.

FOR OFFIC USE ONLY	
☐ Withdrawn from program ☐ Placed on waitlist ☐ Placed at new location ☐ Other	Additional Information