



## SECTION III: STUDENT POLICIES 3110

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### Withdrawal Policy

If a parent/legal guardian chooses to withdraw a student from OVCA he/she should contact OVCA staff to begin the withdrawal process. Staff will discuss with the parent/legal guardian or designated family member the reason for withdrawal and future schooling options for the student. OVCA should be informed of the name and address of the new school that the student will enroll with or the parent should sign an Intent to Homeschool Form. Once the withdrawal has been confirmed. OVCA staff will submit the completed withdrawal form including final grades and submit to the School Based Enrollment Coordinator for processing. Due to compulsory attendance laws, the student must immediately enroll in another school or complete the Intent to Homeschool form.

Students that do not engage in an adequate amount of instructional activities within the prescribed time period will be withdrawn in accordance with the school truancy policy. OVCA staff will work to contact the student until the student re-engages in OVCA; or, the OVCA registrar receives either a confirmation of enrollment from another public-school district, or the parent completes the Intent to Homeschool form.

Source: OVCA Board Policy adoption 4/27/2016

Revised 6/22/2017

Revised 6/21/2018

Revised 6/18/2020