



## **POLICY 350 – STUDENT WITHDRAWALS**

The Board of Education recognizes the importance of implementing formalized procedures for course withdrawals and establishes this policy and corresponding regulations in accordance with B.C. Ministry of Education and Child Care Policy and the School Act.

### **GUIDELINES**

1. Upon the request of the parent/guardian(s) of the student, or when appropriate the student, the Principal/Vice Principal may grant permission to a student to withdraw from a course of studies or subject.
2. The Board expects schools to develop their own school-specific procedures/forms for withdrawal requests in order to facilitate student tracking and record purposes.
3. In special circumstances, the district staff person responsible for the school, typically an Assistant Superintendent, may grant permission to a student to withdraw from a course of studies or a subject. In these cases, it will be expected that the request will be submitted on the form developed by the school of origin.
4. Where a change of schools is involved, student records will be held until requested by another educational institution.