



Takoma Academy

Withdrawal Form

I, the parent/ guardian of _____ have counseled with Administration and have decided to withdraw him/her from Takoma Academy for the reason indicated below. This withdrawal is effective as of the date listed below. I accept responsibility for all fees incurred up to that date. I understand that official transcripts will not be released until all outstanding obligations have been resolved.

Reason for withdrawal:

___/___/___

Effective Date

Signature of Parent/Guardian

Date



Textbooks returned/Locker Cleared

Signature of Receptionist

Date

Account balance reviewed

Signature of Business Manager

Date

RenWeb access terminated

Signature of Data Specialist

Date

Transcripts Reviewed/Final approval

Signature of Principal

Date

The items below are outstanding or unresolved:

