



RETURN TO: Debbie Muehlbauer, Registrar
Minooka Community High School District #111
 301 S. Wabena Ave. - Minooka, IL 60447
 Phone 815-467-2140 Fax 815-467-2090
 Email: dmuehlbauer@mchs.net

WITHDRAWAL FORM

_____ permanently withdrew on _____ - _____ - _____
 (Student's Name) (Gr.) (Date)

Last date of attendance: _____ - _____ - _____ 10 day drop _____

Reason for withdrawal: _____

Forwarding school: _____ Fax #: _____

Forwarding school's address: _____

1)	Subject	Teacher	Grade to Date	Textbook Returned	Textbook NOT Returned	Teacher's Signature

2)	Counselor _____
	Nurse _____

3) Principal's Office	
Fees Due	Yes _____ No _____
\$ _____	By _____

4)	Athletic Office
	Uniforms/Equipment Returned
	Yes _____ No _____ N/A _____

5)	Library
	OK _____ Owe _____ By _____
	Checked Out _____

6)	Dean's Office
	I.D. Badge Returned Yes _____ No _____
	Locker Cleared Yes _____

7)	Registrar
	Student in Good Standing Form Given
	Yes _____ No _____

I understand that no official transcript information may be released until all fees, fines, and obligations have been cleared. All official records are mailed directly to the forwarding school. Please note records can take up to 48 hours to process.

Student's Signature _____ **Parent's Signature** _____

Date _____

Student's Forwarding Address: _____