



BOARD OF EDUCATION
School District No. 57
2100 Ferry Avenue
Prince George, B.C. V2L 4R5
(250) 561-6800

POLICY

5119.7

STUDENT WITHDRAWAL

APPROVED: 2018.05.29

POLICY

School District No. 57 (Prince George) seeks to support all students in their academic programming. A formal procedure for student withdrawal from a course of studies or a particular subject is required to ensure that academic study decisions are made with due consideration for the best interests of the students involved and in consultation with students and their parent/guardian(s).

Responsibility Centre: Assistant Superintendent

References: *School Act*, Section 85 and 91
Policy 5131 District Code of Student Conduct
Policy 5131.2 Student Conduct Review Committee

STUDENT WITHDRAWAL**PREAMBLE**

The Board of Education acknowledges that there may be valid reasons for a student to withdraw from a course of studies or from a particular subject. It is expected that a formal procedure will be followed, typically involving the principal/vice principal of the school. In special circumstances, the district staff person responsible for the school may also be involved.

Approved: 2018.05.29



STUDENT WITHDRAWALS

REGULATIONS:

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. It is expected that schools will develop their own school-specific procedure for written 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.

Approved: 2018.05.29

