



## **~STUDENT WITHDRAWAL PROCESS~**

### **Withdraw your child in 3 EASY steps.**

- **Draft a withdrawal request email following the template below:**

My name is (insert your **FULL name**) and I would like to withdraw my child, (insert your **Child's FULL name**) from Fairington Elementary School effective (insert the **FULL date**). My child is transferring to (insert the **name of the school –OR- the name of the new school district –OR- out of state**). My contact number is (insert your **telephone number**.)

***\*Please Note: Only parent who registered a child can withdraw the child unless court documents are presented.***

- **Email your request -AND- a copy/picture of a government issued ID** to the school withdrawal address at:

**[fairingtonregistration@dekalbschools.org](mailto:fairingtonregistration@dekalbschools.org)**

- **Phone Call Confirmation:** You will receive a phone call from the school's register, Mrs. Robinson, within 72 hours (3days) to verify your information and to process your request.

***Please note:***

***Beginning August 13, 2020, parents must return school issued Chromebook device prior to processing a withdrawal request.***