MANSFIELD PUBLIC SCHOOLS

Mansfield Middle School	Dorothy Goodwin School	Southeast Elementary	Annie Vinton School
205 Spring Hill Rd.	321 Hunting Lodge Rd.	134 Warrenville Rd.	306 Stafford Rd.
Storrs, CT 06268	Storrs, CT 06268	Mansfield Center, CT 06250	Mansfield Center, CT 06250

INTENT TO WITHDRAW STUDENT

Student Enrollment Verification is required when students transfer to another school. Proof includes a Request for Records, or written acknowledgement from the enrolling school. Student records will be sent upon receipt of request from new school.

STUDENT/FAMILY INFORMATION

Child: _____, _____, _____
First Middle Last

☐ Male ☐ Female Date of Birth: _____ / _____ / _____

Current Home Address: _____

Mailing Address (if different): _____

Parent/Guardian: _____ Phone: _____

CURRENT SCHOOL INFORMATION

School: _____ Grade/Teacher: _____ Last Day will be: _____

TRANSFER/WITHDRAWAL INFORMATION

Is this a Permanent Withdrawal? ☐Yes ☐No

Is this a Sabbatical? ☐Yes ☐No
If yes, for how long? _____ Child will return on: _____ Grade: _____

New School: _____

Address of New School: _____

Phone # of New School: _____ Fax #: _____

My forwarding address is: _____

_____

FOR OFFICE USE

Request for Records received on: _____ Records mailed on: _____

-I am formally withdrawing this student from Mansfield Public Schools.
-I give permission to release all records to the new school.
-I will sign a Request for Records at the new school.

Parent/ Guardian Signature: _____ Date: _____

Principal/School Representative Signature: _____ Date: _____