

FORT CALHOUN COMMUNITY SCHOOLS

REQUEST TO DISENROLL AND PROCEDURE FOR DISENROLLMENT

Student Name: _____

Requester's Name: _____

Reason for Disenrollment (please also attach any documentation which supports the reasons for disenrollment, if applicable):

- ☐ Financial hardship requiring the student to be employed to support the student's family or a dependent(s) of the student.
- ☐ Student's illness which makes attendance impossible or impracticable.

Proof of legal or actual charge or control of the student (please also attach any documentation which proves legal or actual control of the student, if applicable):

Upon receipt of this signed, written request for disenrollment, the superintendent or superintendent's designee will set a time and place for an exit interview. The following persons must attend the exit interview:

1. The student, unless the student is too ill to attend;
2. The person(s) with legal charge or control of the student who requested the interview;
3. The superintendent or the superintendent's designee;
4. The student's then-current principal or the principal's designee; and
5. Any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, but need not be limited to, other school district personnel or the student's principal or such principal's designee if the student is enrolled in a private, denominational, or parochial school.

At the interview, the Requester must present the following evidence, if it has not already been provided with this form:

1. The Requester has legal or actual charge or control of the student; and
2. The student is disenrolling due to either:
 - a. Financial hardships requiring the student to be employed to support the student's family or on or more dependents of the student; or

b. The student has an illness which makes attendance impossible or impracticable.

At the interview, the superintendent or the superintendent's designee must:

1. Identify all known alternative educational opportunities, including vocational courses of study available to the student in the district; and
2. Discuss how withdrawing from school is likely to reduce the potential future earnings for the student and increase the likelihood of the student being unemployed in the future.

At the conclusion of the interview, the Requester may either withdraw the request for disenrollment or sign the disenrollment form provided by the district. The disenrollment form is different from the written request to disenroll, and it must include:

1. The signature of the student, unless the student's illness prevents the student from attending the exit interview;
2. The signature of the superintendent or superintendent's designee; and
3. Acknowledgment from the superintendent or superintendent's designee that
 - a. The interview was held and the required information was presented;
 - b. In the opinion of the superintendent or the superintendent's designee, the person making the written request has legal or actual charge or control of the child; and
 - c. The child is in fact experiencing financial hardships requiring the child to be employed to support the child's family or one or more of the child's dependents, or the child's illness makes it impossible or impracticable to attend.

By signing below, I understand that I am representing to the school district that I am in legal or actual charge or control of the student.

Requester Signature:

_____ Date:_____

Disenrollment Form

18 Year Old

I, **(print name)** _____, certify that I am at least 18 years of age and no longer wish to attend Fort Calhoun Community Schools. I am authorized to disenroll from school because I am not of mandatory attendance age pursuant to section 79-201(1)(b) of the Nebraska statutes.

Signature: _____

For District Office Use Only:

Received By: _____

On: _____

Placed in Student File on: _____

Copy to Superintendent on: _____

Adopted: June 27, 2017
Reviewed on: October 9, 2017
Revised on: October 9, 2017