OFFICIAL WITHDRAWAL FORM

STUDENT NAME _____ **PCC ID** _____ **DOB** _____

HIGH SCHOOL NAME _____ **SCHOOL TYPE** ☐ PUBLIC ☐ PRIVATE ☐ HOME

CURRENT GRADE ☐ 9th ☐ 10th ☐ 11th ☐ 12th **ENROLLMENT TERM** ☐ FALL ☐ SPRING ☐ SUMMER **YEAR** 20_____

In order to officially withdraw as a Career and College Promise student, the following conditions must be met and/or understood:

- Official withdrawals must be received on or before the published last day to withdraw based on the class start date. The CCP staff will not accept forms submitted after the deadline unless there are extenuating circumstances, at which time the withdrawal will be handled on a case-by-case basis. Students can appeal to have a class withdrawn after the deadline at the PCC Registrar's office.
- Official withdrawals will not be processed until the form with all signatures is received on or before the deadline.
- **PUBLIC/PRIVATE SCHOOL STUDENTS**: Students must contact their high school counselor PRIOR to initiating all official withdrawals. The CCP staff will not withdraw a student without signed approval from the high school counselor and administrator and submission of proper documentation on or before the last day to withdraw.
- **PUBLIC SCHOOL STUDENTS**: If a student officially withdraws from a PCC course on or before the publicized PCC withdrawal date for such course, there will be no negative impact on their high school transcript for such course(s). The high school will remove the class from your high school schedule after verification of official withdrawal from CCP staff via email or official grade report.
- **PITT COUNTY SCHOOLS (PCS) STUDENTS:** Students will not be placed in another high school class to replace the dropped PCC class if this takes place beyond the first five (5) days for PCS. Placement in another PCS class will be dependent upon course availability, and at the discretion of the principal.

COURSE(S) INFORMATION		
Course Prefix and Number (Ex. ENG 111)	**Course Section (Ex. 05in)**	**Course Format (Select one)**
		☐ 16-week ☐ 14-week ☐ 12-week ☐ 8-week ☐ 5-week
		☐ 16-week ☐ 14-week ☐ 12-week ☐ 8-week ☐ 5-week
		☐ 16-week ☐ 14-week ☐ 12-week ☐ 8-week ☐ 5-week
		☐ 16-week ☐ 14-week ☐ 12-week ☐ 8-week ☐ 5-week

REASON FOR WITHDRAWAL (Select One)

☐ 1-Employment	☐ 2-Illness/Medical	☐ 3-Transportation	☐ 4-Relocation/Moved
☐ 5-Course Load Too Heavy	☐ 6-Course(s) Too Difficult	☐ 7-Course(s) Not What Expected	☐ 8-Personal

STUDENT ACKNOWLEDGEMENT

By signing below, you acknowledge that you have read and fully understand the official withdrawal policies above and the impact to your high school schedule and graduation requirements. You also acknowledge your understanding that the withdrawals will count towards your total eight (8) allowed withdrawals as a PCC student in the event you enroll after graduation.

Student Signature _____ **Student Phone Number** _____

PARENT(S)/GUARDIAN ACKNOWLEDGEMENT

By signing below, you acknowledge that you have read and fully understand the policies above and the impact at both the high school and college for your student.

Parent Signature _____ **Parent Phone Number** _____

PUBLIC/PRIVATE SCHOOL COUNSELOR and ADMINISTRATOR APPROVAL

By signing below, you acknowledge that you approve the official withdrawal of the class(es) listed above and that you have explained how an official withdrawal will impact the student's high school schedule and graduation requirements.

High School Counselor Signature _____ **Date** _____

High School Principal/Administrator Signature _____

HOME SCHOOL ADMINISTRATOR APPROVAL (if different from Parent/Guardian)

By signing below, you acknowledge that you approve the official withdrawal of the class(es) listed above.

Home School Administrator Signature _____ **Date** _____

FOR CCP STAFF: RECEIVED BY (INITIALS) _____ **DATE RECEIVED** _____ **DATE SUBMITTED IN PORTAL** _____

Updated July 2023