



DEPARTMENT OF EDUCATION
Office of Deputy Superintendent
Educational Support & Community Learning



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Non-Compulsory Student Withdrawal Approval Form

(As of 8/18/2022)

Directions: This form is to be completed by schools requesting to withdraw a student based on requirements of Board Policy 330, whereby the student has accumulated 25 days absence (13 days for block scheduling), the school has formally established a School Level Support Team (refer to policy for required composition), and the student is failing all classes. The school administrator is responsible for thoroughly completing this form and attaching all required supporting documentation prior to submitting to the Deputy Superintendent, Educational Support and Community Learning (DSESCL) for approval.

First & Last Name, and Middle Initial of Student: _____

Grade: _____ Age: _____

Voluntary Involuntary Reason for Withdrawal: _____

All of the following documentation must be attached to this form for voluntary and involuntary withdrawals:

- Copy of the initiated/completed Withdrawal Form.
- Voluntary Only: Submit a letter from parent (student if 18 years or older) indicating their request to voluntarily withdrawal and a letter from the school principal that the student/parent or guardian has been provided counseling from the School Guidance Counselor (SGC) regarding the negative impact of not completing their education requirements. (Refer to BP 411)*
- Copy of the student's complete grades for the current school year.
- Copies of all completed Office Truancy Forms (OTRFS) and/or School Attendance Referral Forms (SARFs)
- Attendance Summary from PowerSchool
- Meeting notes and sign in sheets from the School Level Support Team that documents the interventions identified to mitigate absences and academic failure in a management plan.

Principal's Signature

Date



APPROVED

DISAPPROVED

DSESCL's Signature

Date