



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Withdrawals
Policy Number:	JFC-R-TCA
Original Date:	4/21/2005
Last Reviewed:	3/9/2022
Category:	Students
Author:	Registrar
Approval:	Director of Academic Services

INTRODUCTION

The Classical Academy (TCA) is a waitlist school and as such, when a student is withdrawn from TCA, the student’s enrollment is terminated based on the last date of attendance. Once a withdrawal is final, a parent or guardian must complete a new waitlist application for each student in order to be considered for re-admission. *(See policy JFB-TCA: Waitlist)*

All student withdrawals are considered final for any of the following reasons:

- ❖ A TCA online withdrawal form is submitted.
- ❖ A D20 Choice Application is completed and the student receives the Choice school.
- ❖ A D20 transfer is completed to transfer enrollment to another D20 school.
- ❖ There is verified attendance at any other school (excluding secondary enrollments, i.e. band, choir, sports, etc.).
- ❖ There are unexcused, extended absences due to a student being out-of-state or out-of-country –see *chronic absenteeism/truancy policy (see D20 policies JE, JH, JHB)*

WITHDRAWAL PROCEDURES

If a parent or guardian decides to withdraw their student(s), the following process must be completed for each student.

1. The parent/guardian notifies the school office during the school year or the Registrar’s Office during the summer.
2. The school office notifies the Registrar’s Office during the school year.
3. The parent/guardian must complete an online withdrawal form on the TCA website and provide information regarding the new school and/or educational program. If the student will be homeschooled in the state of Colorado, an Intent to Homeschool form must be completed.
4. If the student is withdrawn during the school year, the campus checkout process must be completed with the assistance of the school office to ensure all items are returned, fees paid, and in-progress grades are completed.
5. Cumulative files are sent from the campus to the Registrar’s office.

Parents or guardians may request copies of student records from the Registrar’s office if needed and the Registrar’s office will provide the student’s educational records to the new school upon receipt of a records request. These records include report cards, transcripts, attendance, behavior records, individualized education program documents, test scores, etc.

Cross References

JFB-TCA: Waitlist
D20 Policy JFC: Student Withdrawal from School/Dropouts
D20 Policy JE: Student Attendance
D20 Policy JH: Student Absences and Excuses
D20 Policy JHB: Truancy

Policy Revision History

<i>Date</i>	<i>Revision Details</i>	<i>Revised By</i>
4/21/2005	Creation of policy	Registrar
3/18/2013	Reformatted policy into new template. Completed annual review.	Registrar
2/10/2015	Edited wording and included health-related exceptions, as well as “choice” and transfers that constitute withdrawal status. Completed annual review.	Registrar
12/09/2019	Updated policy number and name. Updated policy to reflect current procedures and to define when a student is considered withdrawn.	Registrar
5/18/2021	Updated D20 transfer language to reflect current D20 process.	Registrar
3/9/2022	Add withdrawals due to extended absences; reference D20 attendance policies.	Registrar