

## STUDENT WITHDRAWAL

### Background

The Division will ensure that, upon withdrawal, student(s) are accountable for the return of St. Thomas Aquinas RCSSD owned property. Such property includes locks, textbooks and other school property.

### Procedures

1. The Principal, or designate, upon a student withdrawal from St. Thomas Aquinas RCSSD must complete Form 304-1 Student/Family Exit Checklist.
2. The Principal, or designate, must confirm that all tasks (as itemized on Form 304-1 Student/Family Exit Checklist) are completed.
3. The Principal, or designate, will confirm the balance of school fees and process payment for refund or invoice the student/family for any amount owing.
4. When a significant downward enrollment trend exists in a school for two consecutive years the Superintendent or designate will determine if a need exists to initiate a review.
5. The purpose of the review will be to determine what action if any, may be required to address the trend.