



## Withdrawal/transfer from a Diocese of Wheeling-Charleston Catholic School

**Approved:** 3.2022

**Revised:**

**Reviewed:**

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When a student transfers to another school or school system or withdraws from a Diocese of Wheeling-Charleston Catholic school, written documentation of both the withdrawal and enrollment in an approved program is required.

Purpose: to comply with student compulsory attendance law.

Commentary/Procedural Points:

- This information is to be placed in the permanent record folder and noted.
- Careful consideration should be made when custody issues exist. If any suspicions arise, the authorities should be notified.
- Once the decision has been made to withdraw a child from the Diocese of Wheeling-Charleston Catholic schools, the parent/guardian must submit their intention to the school in writing.
  - It is the responsibility of the parent/guardian to contact their local Board of Education within in ten business days to inform them of their decision.
  - A Home-School Consent Form, obtained from the local County Board of Education, is to be completed within ten business days and returned to the school.
  - The school has no further responsibility once the parent has been advised in writing to contact the local Board of Education.
  - If a student is withdrawn from the Diocese of Wheeling-Charleston Catholic school and the parents do not provide information on how the student will be schooled, the principal must document the attempts made to determine the

placement of the student. In addition, the principal must contact the County Public Schools system where the family resides.