



Student Withdrawal Policy

Date Created: 09/11/2023

Approved By: TRM Board of Directors

Date Approved: 10/16/2023

Date Reviewed:

Three Rivers Montessori Student Withdrawal Policy

When the decision is made to withdraw a student from TRM, the Student Withdrawal Form must be submitted to the Director of Operations as soon as the decision is made to withdraw. If more than one student in the same family withdraws, a separate form must be filled out for each student. This form can be found on the TRM school website.

TRM will recognize a request for records from another school district as an official notification of a student's withdrawal from TRM. The Director of Operations will make reasonable efforts (phone call, email, and written and mailed communication) to reach parent/guardian and request the Student Withdrawal Form be completed to formalize the withdrawal. If no response is received from the parent/guardian, or Student Withdrawal Form is not completed, the attempts will be documented. The Director of Operations will make reasonable efforts to contact the school that sent the records request and attempt to confirm the student's enrollment and date of enrollment at that school. If all attempts fail a written notice will then be mailed to parent/guardian's address alerting them of disenrollment action.

Per Minn. Stat. § 126C.05, Subd. 8, if a student has missed 15 consecutive school days during the regular school year or five consecutive school days during summer school or intersession classes of flexible school year programs without receiving instruction in the home or hospital setting, the school district must drop the student from its enrollment roll and classify the student as withdrawn for funding purposes. However, this student remains eligible for admission to the public school under Minnesota Statute section 120A.20, and the district's obligations for child find and provision of special education services for children with a disability is not negated by the funding statute



Student Withdrawal Form

Student Name _____ Today's Date _____

Last Day at Three Rivers Montessori _____ Tentative start date at next school _____

Your child is expected to attend school until he/she is transferred to the new school district.

Grade: _____ DOB _____ Age _____

New School Institution Name and Address

Parent Name: _____

Parent Signature: _____ Date: _____

Office Use Only

☐ SPED ED ☐ SPED Case Manager: _____ ☐ Notified _____

Drop form submitted: _____

Records Request: _____

Records Received: _____