

Grafton Senior High School
24 Providence Road
Grafton, MA 01519

Tel. (508) 839-5425

Fax: (508) 839-8544

WITHDRAW FROM SCHOOL / RELEASE OF RECORDS

I give my permission to have all pertinent records released from the Grafton Public Schools to the new school listed below.

I have received the notice about MA State Law 603CMR 23.000 regarding destruction of student's records.

Date of Withdrawal: _____

Student Name: _____ Present Grade: _____

Present Address: _____

New Address: _____

(Street)

(City)

(State)

New School: _____

Address: _____

(Street)

(City)

(State)

(Phone/Fax, if known)

Reason for withdrawal – please check one:

____ Moving _____ Parent requesting complete records

____ Transferring to another school Other _____

Parent's Signature

Date

Guidance use only: Date records sent _____

Rev. 6/22/2011

Grafton High School
 24 Providence Road
 Grafton, Massachusetts 01519
 Fax 508-839-8544 Phone 508-839-5425

STUDENT WITHDRAW FORM

Student _____ Grade _____ Date _____

Student is leaving school on: _____

**ALL CLASS MATERIALS MUST BE RETURNED TO THE TEACHER AND A GRADE GIVEN
PRIOR TO DATE OF LEAVING.**

SUBJECT	PERCENT GRADE	TEACHER'S SIGNATURE	ALL BOOKS AND MATERIALS RETURNED?	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
Library			Yes	No

STUDENTS: Please bring your IPAD, charger, and cord to Tech Force for inspection before you leave. All equipment will be inspected for damage.

Student Name: _____

IPad _____ **Charger** _____ **Cord** _____

iPad passcode	
Apple ID	
Apple ID Password	

Tech Force Signoff:

THIS PAGE IS FOR PARENTS TO KEEP

Grafton High School complies with Massachusetts State Law 603 CMR 23.00 by giving you this notice at the time that the student is leaving our school. Student records which are not picked up by a parent/guardian or sent to their required school will be destroyed within three (3) months.

23.06: Destruction of Student Records

- (1) The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.
- (2) During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and his/her parent are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary record.
- (3) The temporary record of any student enrolled on or after the effective date of 603 CMR 23.00 shall be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system. Written notice to the eligible student and his/her parent of the approximate date of destruction of the record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. Such notice shall be in addition to the routine information letter required by 603 CMR 23.10.
- (4) In accordance with M.G.L. c 71, section 87, the score of any group intelligence test administered to a student enrolled in a public school shall be removed from the record of said student at the end of the school year in which such test was so administered.