

Withdrawal Steps

Fall 2022

Step One:

Contact Mrs. Shaw at
Karen.Shaw@Twinriversusd.org or
(916 566-3445 ext. 26004
to confirm the materials that need to be
returned to Foothill HS.
Mrs. Shaw is available Monday –
Friday from 8:30 AM – 12:30AM
in Room C4.

Step Three:

Submit the withdrawal packet and
confirmation of enrollment to your
next school.
Please note: students are considered
truant until the confirmation of
enrollment and/or a formal request
from the next school is received.

Step Two:

Students **and** Parents are required to come in-person
anytime between **8:30 AM and 11:30AM**. Students will return
all materials owed to Foothill High School and any remaining
TRUSD school sites (including middle and elementary).

Once the withdrawal form has been signed, families will
receive an official copy and the following attachments:

- Attendance
- Behavior report
- Current grades
- High school transcripts
- Language Assessments (*if applicable*)
- Special Education or 504 Plan Notice (*if applicable*)
- Confirmation of Enrollment for the next school

PLEASE NOTE: students with outstanding balances (i.e.
materials still checked out, school items lost, athletic gear,
etc.) will NOT receive a copy of the high school transcripts.
Notably, official transcripts will be withheld from the next
school until the balance is resolved.

Withdrawals are processed **IN-PERSON ONLY!**

Voicemail requests and e-mail requests are not accepted
and the student will not be dis-enrolled.

Frequently Asked Questions:

1. **Do I need to bring my parent?** **Yes**, the parent or educational rights holder must accompany the student in-person; proof of identity is required.
2. **Do I need to bring my student?** **Yes**, unless FHS Administration has indicated the student may not physically return to campus.
3. **What materials should I bring with me?** Please contact **Karen Shaw** first.
4. **What records will I receive at the dis-enrollment?** It is the parent's responsibility to obtain all necessary records at dis-enrollment appointment needed to complete enrollment for the next school (i.e. shots, etc.).
5. **What if I need Special Education records?** Special Education records must be requested directly from the Twin Rivers Special Education Department in the District office at SpecEd.Records@twinriversusd.org; only a notice will be given.
6. **What if I am missing materials?** Families should contact Mrs. Shaw and/or Mrs. Brown to receive total amount due or discuss alternatives. Payments are processed in person; **card payments are not accepted.**

