

## STUDENT WITHDRAWAL

### Background

The Division will ensure that, upon withdrawal, student(s) are accountable for the return of St. Thomas Aquinas RCSR No. 38 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 RCSR No. 38 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.