

Withdrawal Procedures

Withdrawing Your Student

Please contact Micheline Fournier in the Counseling Office at 678-494-7866 to withdraw your student.

- You will need to provide the following information:
 1. Date you will be withdrawing your student
 2. Reason for the withdrawal
 3. Name and address of the school where you plan to enroll your student

NOTE: ONLY THE ENROLLING ADULT ON FILE CAN WITHDRAW A STUDENT

Your student's withdrawal will require 24 hours to process

We must verify that all textbooks have been returned, all library books have been returned, and any past due fees/fines have been paid. We will also notify the Cafeteria of the withdrawal to determine if any funds need to be refunded to you from your student's lunch account.

Please click on the link below to complete and sign the Withdrawal Form. At the time of withdrawal, you will receive the withdrawal form along with a Request for Records for the enrolling school to submit to Lassiter for the remaining documents.

Due to GA State Mandates requiring us to document students once they are withdrawn from Lassiter High School, student records are not released at the time of withdrawal. Student records are only submitted to the new school upon receipt of the Request for Records from that school.

http://www.cobbk12.org/centraloffice/adminrules/J/Form_JBC-12b.docx