

AP 3105: Student Withdrawal from School, Program, or Course

Background:

The District understands there may be valid reasons for a student to withdraw from a school, program of studies or from a specific course. In cases of a student withdrawal from a school, program of studies, or course, the student's well-being and success shall be considered paramount.

Procedures:

1. A parent or guardian of a student or, when appropriate, the student, shall request permission from the principal or designate to withdraw from the school, program of studies, or course.
2. Upon the request of the parent/guardian(s) of the student, or when appropriate, the student, the principal or designate may grant permission to a student to withdraw from the school, program of studies or course when it is determined it is in the best interest of the student.
3. In cases where the student requesting the withdrawal is a Nominal Roll student, has a behavioural or low incidence special education designation or is a Child or Youth in Care, the principal shall contact the assistant superintendent prior to granting permission for the withdrawal. The assistant superintendent may request the principal or designate to complete a referral for the student withdrawal to the District Based Team.
4. School staff will utilize the student information system withdrawal procedures and complete the BC Student Withdrawal Form as referenced in the MyEducation BC Standards Manual.