UNIVERSITY LABORATORY SCHOOL
OFFICIAL WITHDRAWAL REQUEST FORM

An Official Withdrawal Request form must be completed for students who withdraw. The withdrawal process must be completed at the University Laboratory School's main office. ULS requires 24 hours to complete the withdrawal packet from the time you make the request. However, this process can take longer if the student has outstanding fees or school equipment. Upon the request, the student(s) is/are to return all of his/her textbooks, library books, athletic uniforms and/or any other school-provided supplies or equipment. Failure to return school property may delay the process. The parent/legal guardian who enrolled the student(s) may withdraw the students(s). A separate letter must be attached with this form requesting to withdraw. The letter must have the legal parent's signature.

- We must have a copy of your driver's license or other state issued ID to begin the withdrawal.
- We need to know the name of the school to which your student will be transferring. If the school is outside Louisiana, we need to know the name of the state.

DATE OF REQUEST:_____

STUDENT'S LEGAL NAME:_____
(Last) (First) (Middle)

DATE OF BIRTH:_____CURRENT GRADE:_____

Please indicate reason for withdrawal:

☐ I am moving out of state.
☐ I will be homeschooling my child.
☐ My child will be attending a private school.
☐ My child will be attending a public school in EBR.
☐ My child will be attending a public school in Louisiana but outside of the East Baton Rouge Parish.
☐ Other:_____

PLEASE PRINT

NAME OF NEW SCHOOL:_____

ADDRESS OF NEW SCHOOL:_____

NEW STUDENT ADDRESS:_____

NAME PARENT/LEGAL GUARDIAN:_____

HOME #:_____WORK #:_____CELL:_____

_____
Parent/Legal Guardian Signature Date

*School Use Only*_____

DATE RECEIVED:_____RECEIVED BY:_____

REQUEST DELAYED (OUTSTANDING FEES):_____

MAILED TO: ☐ PARENT ☐ SCHOOL ☐ PICKED UP BY PARENT DATE:_____

SCHOOL PERSONNEL:_____ ☐ PARENT LETTER RECEIVED

FILED IN CUMULATIVE FOLDER: _____By:_____