

NHV Withdrawal Procedures

1. A parent/guardian will schedule an appointment at least 24 hours prior to the student's last day to review the details of the student's withdrawal.
2. The counselor will provide the NHV Sign-Out Form.
3. During the student's last day of attendance, the student will obtain all required signatures on the form, return all materials and pay all outstanding obligations.
4. If the student is not available to obtain the signatures, the counselor will communicate with each teacher to obtain current grade information and develop a list of missing materials.
5. The parent/guardian is responsible to return all materials and pay all outstanding obligations in order to complete the withdrawal process.
6. The student's information will be forwarded to the next school when our registrar receives a request for records from the school which must include a parent/guardian signature.