



# North Hunterdon- Voorhees Regional School District

## Student Sign-out Form

Student ID Number \_\_\_\_\_ Student Name \_\_\_\_\_

Age \_\_\_\_\_ Month Day Year Birth Date: \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_

Date of Last Attendance \_\_\_\_\_

Month Day Year

Forwarding Address: \_\_\_\_\_

**PARENT/GUARDIAN PERMISSION:** The undersigned, as parent/guardian of \_\_\_\_\_ give permission for withdrawal of registration from school for the reason stated above. North Hunterdon-Voorhees School District has permission to release academic, medical, psychological and/or social information concerning the above named person for the purpose of enrolling in another educational institution.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

**DIRECTIONS:** Please complete PART A, PART B and PART C of the sign-out process. You will not be signed-out officially until all parts of the form are completed.

**PART A – Academic Sign-Out:** Visit each teacher and have them complete the form.

Course Name	Materials/Books Returned	Grade to Date	Teacher's Signature


**PART B – Obligations Sign-Out:** Visit each person listed below and have them verify that you have no <sup>nd</sup> outstanding obligations. Chromebooks are to be turned in to Technology Department. Locations: VHS: 2 floor near library NHHS: across from guidance. Ms. Betsill (VHS) and Chris Crilly (NHHS) are the technicians to whom students will turn in their chromebooks.

<b>Where</b>	<b>Why</b>	<b>Signature</b>
<b>Accounts Payable Athletic Office</b>	<b>Outstanding fines Food Services, technology, book fines, etc.</b>	<b>Ellen Viscel (VHS) Karen Ellis (NHHS)</b>
<b>Health Office</b>	<b>Keys, medications &amp; records to be forwarded</b>	
<b>Library</b>	<b>All materials returned &amp; fines paid</b>	
<b>Technology Department 2<sup>nd</sup> Floor</b>	<b>Chromebook, charger &amp; case returned</b>	<b>Marguerite Betsill (VHS) Chris Crilly (NHHS)</b>

**PART C – Final Signatures:** The signatures below indicate that the form has been completed and that your student will be withdrawn from our rolls.

<b>Guidance Counselor</b> Verifies signatures above	
<b>Registrar</b> Sign-out processed	
<b>Guidance Secretary</b> Verifies completion & files form	
<b>Director of Guidance</b>	Mike Squarcia
<b>Principal or Designee</b>	