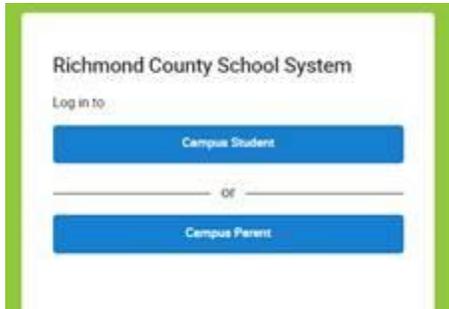
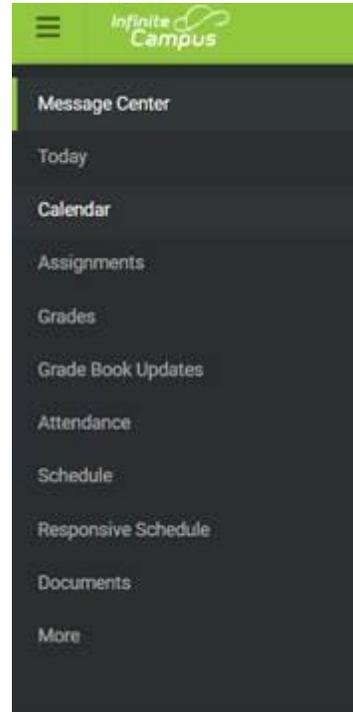


## HOW TO WITHDRAW YOUR STUDENT

### 1. Log into the parent portal

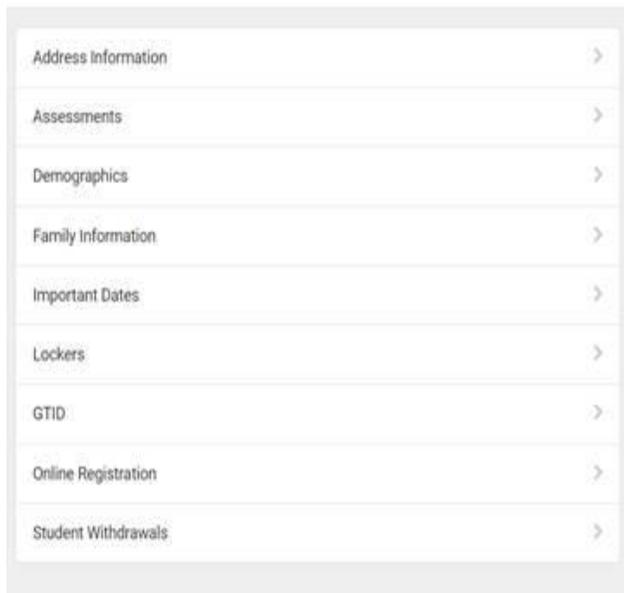


### 2. Click on More (just like they would need to update their registration)



### 3. Select to Withdraw

More



#### 4. Select the 1<sup>st</sup> Button



Larina Thomas

Online Registration

Please select from the following:

Register/Update/Withdraw student(s) who are currently enrolled in this district. **OR** Add additional child(ren) who have never been in this district.

[Click here to go to Existing Student Registration or Withdraw Student](#)

[Click here to Add New Student](#)

#### 5. Click Begin



Larina Thomas

Online Registration

Welcome to Richmond County Board of Education enrollment application. You will be able to register new student(s), update existing student(s) or

Thank you for registering or withdrawing your student(s).

Click the **BEGIN** button below to withdraw.

##### Existing Student Registration

This editor is to update data for student(s) who are currently enrolled or to withdraw your student(s) from the Richmond County School System.

Este editor es para actualizar los datos de los estudiantes que están actualmente inscritos o para retirar a sus estudiantes del Sistema Escolar del Condado de Ri

If you only want to register new students for the select year at this year, please use the link below to go to the New Student Registration form.

[Click here to Add New Student](#)

| Student Name | Grade | Included in new App? | Reason if not included | Online Registration Submitted |
|--------------|-------|----------------------|------------------------|-------------------------------|
| [REDACTED]   | 06    | yes                  | Included               | yes                           |

Registration Year

[Begin](#)

## 6. Parent will receive an Application # as they select the language preference.



Application Number 47268

English | Spanish

Please pick your preferred language.

OLR Instructions(sp)

## 7. Parents asked to select Begin with directions provided below.



Application Number 47268

English | Spanish

**Welcome to the RCSS Online Registration/Withdrawal process. Before you begin, please gather the following to register:**

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact - addresses and phone numbers.

**Directions to withdraw: Demographic updates may be required. Any required updates are highlighted in yellow.**

- You will be required to upload a picture ID.
- You also will be required to upload a signed letter requesting to withdraw student. Please include reason for withdrawal and a signed signature on the uploaded letter.

**Note:**

**Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.**

If you need assistance, please call the school during school hours.

Begin