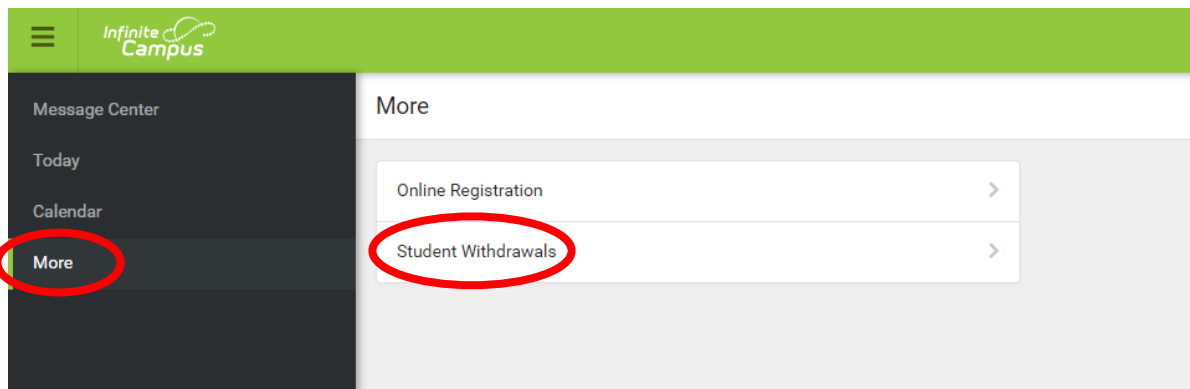


# Student Withdrawal

To withdraw your student from Warren Road Elementary School, please follow the instructions below. Please call our school at 706-868-4022 if you have questions or need further assistance.

Please note that the withdrawal process takes a minimum of one business day to complete. All textbooks, library books, athletic uniforms, and any other school-provided supplies and equipment must be returned at the time of withdrawal.

1. Log in to your Parent Portal account by clicking [here](#).
  - a. Please click [here](#) if you need to create a Parent Portal account.
2. Once you log in to Parent Portal, click “More.” Then, click “Student Withdrawals” and follow the prompts.



3. Once you submit the withdrawal through Parent Portal, please email Dr. Woodward, School Counselor, at [woodwkr@boe.richmond.k12.ga.us](mailto:woodwkr@boe.richmond.k12.ga.us) to notify her of the withdrawal.
4. If your student will attend a homeschool program, then please complete a Home Study Program Declaration by clicking [here](#). Once you click “Submit Your Declaration of Intent” at the bottom of the page, a popup box will appear. Please enter your email address in that popup box and click “OK.” You should receive a copy of the intent you submitted at the email address you provided. A new popup box will appear, and you can click the link that says “Click here to print” to print a copy of the intent. Please provide a copy of the intent to Dr. Woodward at [woodwkr@boe.richmond.k12.ga.us](mailto:woodwkr@boe.richmond.k12.ga.us).

Once your student leaves Warren Road Elementary School, his/her next school should send a record request via Scriborder by visiting <https://transfer.scriborder.com>. Warren Road Elementary must receive verification that your student is enrolled in a school within 10 days of withdrawal unless you will homeschool your student. If you choose to homeschool your student, then the Home Study declaration must be received at the time of withdrawal.