

Student Withdrawal

Generally, the enrolling custodial parent or a court-appointed guardian can withdraw a student after presenting a valid photo ID and any relevant court documents. To withdraw your student from Warren Road Elementary School, please contact Ms. Brown, School Data Specialist, by calling 706-868-4022 or e-mailing gibsoch@boe.richmond.k12.ga.us. 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.

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 you must complete the Home School Declaration of Intent form located [here](#) and provide a copy to Ms. Woodward.