



## SECTION III: STUDENT POLICIES 3110

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### Withdrawal Policy

If a parent chooses to withdraw from OVCA he/she should contact OVCA staff to begin the withdrawal process. Staff will discuss with family the reason for withdrawal and future schooling options for student. OVCA should be informed of the name and address of the new school that the student will enroll with or the parent should sign an Intent to Homeschool Form. Once the withdrawal has been confirmed with the parent, OVCA staff will submit the completed withdrawal form including final grades and submit to the Registrar for processing. Due to compulsory attendance laws, the student must immediately enroll in another school or complete the Intent to Homeschool form.

Students that do not complete adequate work in a timely manner or engage in two-way communication with OVCA for an extended period of time may be considered by OVCA to be withdrawn as no longer intending to be enrolled at OVCA. OVCA will determine on an individual basis, based on a totality of the circumstances, whether a student will be withdrawn. OVCA staff will work to contact the student until the student re-engages in OVCA; or, the OVCA registrar receives either a confirmation of enrollment from another public school district, or the parent completes the Intent to Homeschool form.

Source: OVCA Board Policy adoption 4/27/2016

Revised 6/22/2017

Revised 6/21/2018