

OFFICIAL STUDENT WITHDRAWAL NOTIFICATION

TODAY'S DATE: _____ STUDENT NAME: _____

CURRENT GRADE: _____ PARENT NAME: _____

ADDRESS: _____

PHONE: _____ LAST DAY OF ATTENDANCE: _____

PARENT SIGNATURE: _____

The withdraw process takes approximately one week to complete. Failure to complete the items #1-3 can delay the process.

NOTE: Signing this form provides permission for AHA to release student records. Please refer to the Student Handbook for the tuition reimbursement policy.

Please clear all the items below:

1. Return all school materials, or they will be charged to your financial account, e.g. books, calculators, team uniforms. These items can be returned to Gina Meacham, Registrar, Room #3249, 612.798.2626.
2. Return your laptop to the Helpdesk, room 3483. If you intend to purchase your laptop, it still needs to be turned into the Helpdesk to be re-imaged for your personal, unrestricted use. Once it has been re-imaged with the factory settings, it will be returned to you. Even if you have no financial holds on your record, if you do not turn in your laptop to be re-imaged, it may delay the withdrawal process and affect other record processes. The cost of any uncollected materials will be added to the student and family financial account in cooperation with the Finance Department.
3. All student and family financial accounts need to be paid, e.g. tuition, print card. These can be paid to the Business Office directly at AHA. Final financial obligations (e.g., book fines, athletic fees or any unpaid fee) will be conveyed via a letter to the family approximately 2-3 weeks after withdrawal

Guidance Use Only:	Date Form Received: _____	Official Date of Withdraw: _____
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