



Department of Defense Dependent Schools  
Sembach Elementary School  
Unit 29060  
APO AE 09136



## STUDENT WITHDRAWAL FORM

Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

I wish to withdraw my student from Sembach Elementary School effective \_\_\_\_\_  
for the following reason (please select one): *(Student's Last Day)*

PCS Move

Moving Student to the States

Moving student to another district school (Ramstein/Landstuhl/Kaiserslautern/Vogelweh)

Other (please state): \_\_\_\_\_

**PCS orders are required or statement indicating reason for withdrawal.**

Parent Printed Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

\_\_\_\_\_  
(Initial)

**Records will be available for pickup after 2:30 on the student's last day, except for  
withdrawals on the last day of school. Pickup details for these will be adjusted due to  
higher volume. Adjusted pick up time/date will be communicated.**

**Adjusted date and time set by Registrar: \_\_\_\_\_**

### ***To Be Completed at Records Pickup:***

**Student is cleared from:** ☐ Cafeteria ☐ Library ☐ Chromebook, bag, and power cord

\_\_\_\_\_  
(Initial) I have received the packet containing my child's school records and understand that this  
packet must remain sealed and delivered to my child's new school.

Sembach Elementary School does not retain copies of  
student records that do not pertain to elementary  
school.

**For Official Use Only - Privacy Act of 1974**

**For Official Use Only  
Cumulative Record Hand Carried**

Date Received:

Registrar's Initials:

Orders Received: Y/N    Grades Verified: Y/N