



East Link Academy Charter School

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Student Withdrawal Request Form

An Official Withdrawal Request form must be completed for students who withdraw. This process may take longer if the student has outstanding fees or school equipment. Upon the request, the student is to return all textbooks, library books, and/or any equipment. Failure to return textbooks, library books, and/or any equipment may delay the process.

- Only the parent / legal guardian who enrolled the student(s) may withdraw the student(s).
- East Link Academy may request a copy of parent's driver's license or other state issued ID to begin the withdrawal process.
- Parents must provide the name of the school to which the student will be transferring. If the school is outside the state of South Carolina, please provide the state.

Date of Request: _____ Last Day with ELA (Date): _____

Student's Full Name: _____

Date of Birth: _____ Current Grade: _____

School Enrolled: _____

Please Select Reason for Withdrawal:

- | | |
|--|---|
| <input type="checkbox"/> Moving to another school district | <input type="checkbox"/> Moving out of state |
| <input type="checkbox"/> Transferring my child to his/her zoned school | <input type="checkbox"/> Homeschooling my child |
| <input type="checkbox"/> Transferring to another charter school | <input type="checkbox"/> Attending a private school |
| <input type="checkbox"/> Other (<i>please provide so we can adjust if needed</i>): _____ | |

Please Print

Name of New School: _____

Address of New School: _____

Name Parent/Legal Guardian: _____

Home #: _____ Email: _____

Parent/Legal Guardian Signature: _____

Please return form to Registrar@eastlinkacademy.org

School Use Only

Date Received: _____ Time Received: _____ Received By: _____

Request Delayed: _____

Request Completed (Date): _____ School Personnel Signature: _____