

# Intention to Withdraw

## Ilima Intermediate School

**DIRECTIONS:**

1. **PRINT** legibly the full **LEGAL NAME** the student used at Ilima Intermediate School.
2. Complete all information requested on this form.
3. Please notify / return this form completed to the school **at least TWO(2) WEEKS PRIOR TO WITHDRAW DATE** for processing.
4. Student must notify all teachers and clear all obligations prior to the release date. Certificate of Release will be generated as soon as student completes his/her withdraw process.
5. Certificate of Release must be picked-up on the last day of attendance from the main office.
6. If the form is being sent to Ilima electronically, please attach a copy of your license.

Please release my child, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Last First MI  
 \_\_\_\_\_,  7th  8th, \_\_\_\_\_, from Ilima Intermediate School.  
Birth Date Check Grade

Last day at Ilima Intermediate will be on \_\_\_\_\_  
Date

**Reason of Transfer: Please check appropriate box.**

- Transfer to Hawaii DOE: \_\_\_\_\_  Transfer to Private School: \_\_\_\_\_  Homeschool (4140)  
Area or School Private School
- Moving to Mainland: \_\_\_\_\_  Moving to Foreign Country: \_\_\_\_\_  
City, State City, Country

My child will be transferring to: \_\_\_\_\_  
School

\_\_\_\_\_  
City / State / Country

Our forwarding / new address is: \_\_\_\_\_  
Address

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
City State Zip code

Contact Phone Number: (       ) \_\_\_\_\_

I hereby provide Ilima Intermediate School with the information requested above and grant them permission to forward school records for the above-named student to the receiving school upon receipt of that school’s Notice of Enrollment.

\_\_\_\_\_  
 Signature of  Parent or  Legal Guardian (please check one)

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date Signed