

WITHDRAWAL PROCEDURES



If your child is leaving Robinson Secondary School, please follow the procedures below:

1. Please inform the school at least 48 hours before the withdrawal date.
2. Parent / Guardian must provide a written note to Student Services Office including the following information:
 - Student Name
 - Your new location (City, State).
 - Last Day of Attendance
4. Counselors will provide a Withdrawal Form for the student to take to his/her teachers and get the textbooks and/or library books marked cleared/returned and withdrawal grades he/she has earned.

We thank you in advance for visiting our website and getting the information to make your withdrawal a faster process. If you have any questions on the withdrawal procedures, please call the Student Services office at 703-426-2222.