**PANOLA’S STEPS TO WITHDRAW YOUR STUDENT**

Only the parent who registered the student can withdraw the student unless court documents are presented to show current custody.

**NOTE:** Parents must return the school issued Chromebook device(s) prior to processing a withdrawal request. Once your request is received, you will be contacted to set up device return.

1. Create a withdrawal request email with the following information: Date of withdrawal, student(s)’ complete name, student’s date of birth, student number, your full name, your phone number, and a clear copy of your government issued ID. **(You must be the registering parent or have court documents for custody)**.

2. Email the information from number 1 above to panolawayregistration@dekalbschoolsga.org.

3. If you have a question or need additional information, email the school registrar at Amelia_Blunt@dekalbschoolsga.org AND/OR the school secretary at shantera_pounds-young@dekalbschoolsga.org. They are the school’s registrar and secretary.

3. Phone Call Confirmation: You will receive a phone call from the school’s registrar, Mrs. Blunt, or the school secretary, Mrs. Pounds, within 72 hours (3 days) to set up Chromebook return, verify your information and to process your request.

**Sample request:**
My name is ______. Please withdraw my student, ________ from Panola Way Elementary School effective ________ date. His/her date of birth is ____. His student number is ____. My child is transferring to ______ OR- the name of the new school district -OR- out of state). My contact number is _______. Please note any other special instructions if needed.