



## SECTION III: STUDENT POLICY 3080

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### Withdrawal Policy

If a parent/legal guardian chooses to withdraw a student from Insight School of Oklahoma, Inc. (“ISOK”), he/she should contact ISOK staff to begin the withdrawal process. Staff will discuss with the parent/legal guardian or designated family member the reason for withdrawal and future schooling options for the student. ISOK should be informed of the name and address of the new school that the student will enroll with or the parent/legal guardian should sign an Intent to Homeschool Form. Once the withdrawal has been confirmed, ISOK staff will submit the completed withdrawal form including final grades and submit to the School Based Enrollment Coordinator for processing. Due to compulsory attendance laws, the student must immediately enroll in another school or complete the Intent to Homeschool form.

Students that do not engage in an adequate amount of instructional activities within the prescribed time period will be withdrawn in accordance with the school truancy policy. ISOK staff will work to contact the student until the student re-engages in ISOK; or, the ISOK registrar receives either a confirmation of enrollment from another public-school district, or the parent completes the Intent to Homeschool form.

Source: ISOK Board Policy adoption 5/26/2016

Revised: 6/20/2017

Revised 6/13/2018

Revised 6/30/2022