



## Withdrawal Procedure :

- Notify the school of the intent to withdraw by sending an email to **admissions@bmischool.org**, handwritten note or webform.
- A student may be withdrawn only by a parent or legal guardian.
  - A valid government issued ID is required to complete the withdrawal process. Verbal notification will not be honored.
- Read and complete the Withdrawal Packet which will be sent to Parent/Guardian once the school has been notified of withdrawal (email, handwritten note or webform). The Withdrawal Packet includes the following:
  - Information sheet on the policy and procedure for withdrawal
  - Withdrawal Form to be completed
    - *The withdrawal packet can be sent electronically by request.*
- Submit completed Withdrawal Form to begin the withdrawal process. \*\*  
*\*\* Submission of completed withdrawal form will not withdraw your student but will prompt the school to begin the process. Students withdrawing must still attend school until enrolled in another school. A valid government ID is required to complete the withdrawal process.*
- A **48 hour written notice** is required so that records and documents may be prepared.
- Return all textbooks, chromebook, power cords, and/or all school property.
- **A school representative will contact authorized parents or guardians before withdrawal is complete.** If contact has not been made within 48 hours of submitting a written notification with Intent to Withdraw, please contact the Admission and Enrollment Coordinator.
- A home forwarding address is requested.
- The Registrar will contact the parent or legal guardian when withdrawal paperwork is available for pick up.