



# HARVARD PUBLIC SCHOOLS

www.psharvard.org

39 Massachusetts Avenue • Harvard, Massachusetts • 01451  
(978) 456-4140 • FAX (978) 456-8592

Linda G. Dwight, Ed.D.  
Superintendent

## Harvard Public Schools Student Withdrawal Form

Student's full name: \_\_\_\_\_ D.O.B. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Current Address: \_\_\_\_\_

Current School: \_\_\_\_\_ Grade: \_\_\_\_\_

Withdrawal date: \_\_\_\_\_

Reason for withdrawal (moving, transfer): \_\_\_\_\_

If moving, new address: \_\_\_\_\_

### Parent/Guardian/Adult student Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Harvard Public Schools will release student records to:

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Under Massachusetts law M.G.L c.71, 37L, upon enrolling in a public school or school district, a student is required to provide a complete copy of his/her student record from the previous school district. The student records which are to be transferred are specified below:

- Official administrative records (name, address, birth date, SASID, transcripts or report cards, custody/guardianship, attendance, and disciplinary record)
- Special Education Evaluation Reports, 504 Plan, Individualized Educational Plan
- School Medical Records
- ELL scores
- Progress Reports

### For Administrative Use:

Technology Returned-	iPad/Macbook: Y	N	Charger: Y	N	N/A
Copy of Withdrawal Form sent to Central Office	Date _____		Initials _____		
Records Sent to Receiving District-	Date _____		Initials _____		



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**BROMFIELD STUDENTS:** If withdrawing during the academic year, please complete the next section:

Course	Teacher initial	Grade to Date	Books returned (yes/no)

**PLEASE NOTE:** Official High School Transcripts are retained by Harvard Public Schools for 60 years. All other records will be destroyed seven (7) years after the student's departure.

A copy of this completed Student Withdrawal Form must be sent to the Registrar in the Superintendent's/Central Office at 39 Massachusetts Ave., Harvard.