

# Drop Form

(For ES use to officially drop a student and Pg. 4 of the Graduation Packet for grads)

One Form per family or One Form per graduate

**Choose ONE:**

1. For the **Graduate drop**, attach to the "Grad packet", listing only the graduate on the form. **Do not mail or fax an additional form to the office!**
2. Mail a copy to **IEM Student Records**, 1166 Broadway Ste.Q, Placerville CA 95667
3. Fax a copy to Student Records at: 530-295-3583.

(The office is not responsible if the fax does not go through, please follow-up later to see that the form has been processed and the student is no longer on your student list)

**ES Code:** ES \_\_\_\_\_ **ES Name:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Parent Code:** P \_\_\_\_\_ **Parent Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**New Family Address and/or Phone:** \_\_\_\_\_

Check the one box best describing the type of drop you are reporting:

|  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>Regular Drop</b> | <input type="checkbox"/> <b>Graduate</b> | <input type="checkbox"/> <b>Truant Drop</b> |
| (Any drop not one of the other 2 drops)      | (A graduate of our school only)          | (As a result of 2 months of truancy)        |

Also check if appropriate:

|   |
|---|
| <input type="checkbox"/> <b>Drop Out</b>                      |
| (Any 7 <sup>th</sup> - 12 <sup>th</sup> grade leaving school) |

For a **Graduate drop**, choose the best option of where this student is going next:

(Do not leave blank for a grad. Also update the student's after graduation plans in the student detail if changed)

|  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Will attend a CA UC or CSU next semester. | <input type="checkbox"/> Will attend another 4yr. college next semester. | <input type="checkbox"/> Will attend a 2 yr. college next semester | <input type="checkbox"/> Will not be attending college next semester. |
|--|--|--|---|

**Drop** the above Student/s from \_\_\_\_\_ on \_\_\_\_\_  
School Drop date

**Final Report Card with Grades and credits earned must be submitted electronically for this student. A portfolio must also be prepared for this student if any days of positive attendance were claimed.**

**Terms and Conditions:**

1. Drop Date = is the **LAST** date of positive attendance for regular and graduate drops.
2. Drop date for a truant drop is the date the ES met with the student for the 2nd period of truancy reported.
3. Within **5 workdays** of the Student Drop Date, the final Learning Record, Attendance Form and Report Card generated by the last assigned ES must be completed and sent.
4. All other required records shall be submitted within **20 days from the Effective Date of the Student Drop.**

Refer to the *Drop/Transfer Checklist* and/or the ES Handbook for a complete list of requirements.