

## **STUDENT WITHDRAWAL**

### **Purpose**

The Board of Education recognizes the importance of implementing formalized procedures for withdrawals. This policy outlines the procedures for students withdrawing from any New Westminster School District school or program or course within a New Westminster school or program, and ensures clarity in procedures for students, parents/guardians, and staff.

### **Procedures**

#### **Students in grades Kindergarten – grade 8**

Parents/guardians should notify the school Principal/Administration in writing if a student is withdrawing from the school. If the student is moving outside of New Westminster Schools, the withdrawal process will be processed once central registration receives a records request from the new school.

Parents/caregivers who wish to transfer their child to another school within New Westminster Schools must contact central registration to request a transfer and submit proof of address documentation.

#### **Students in grade 9**

When requesting withdrawal from a course or course change for a student in grade 9, the following must occur:

1. An educationally sound and defensible rationale for why withdrawal/course change should occur needs to be presented on the school withdrawal form, and the student and parent/guardian will need to share this with the Counsellor. Consideration of the request will include impact on the student's learning program.
2. If the request is denied, the parent/guardian can contact the student's Principal/Vice-Principal within 10 business days, who will help to resolve the issue.
3. If the request is denied by school Principal/Vice-Principal, the parent/guardian can contact the School Board Office where District management personnel will help to resolve the issue.

4. If the request is denied by District personnel, the parent/guardian can contact the Superintendent/Designate to help resolve the issue.
5. If the issue remains unresolved, the family can appeal the decision of the Superintendent to the Board of Education. Policy 13 Appeals Bylaw is available on the [district's website](#) or information can be provided by calling the School Board Office.

**\*\*Requesting withdrawal or course changes must comply with the school's procedures related to withdrawal/course change process, including but not limited to:**

- a. Deadline dates with withdrawal/course change consideration [within first four days of instruction of the term/semester without academic penalty]. Withdrawals beyond these timeframes will result in a final mark being recorded and reported to the Ministry of Education and Child Care.
- b. Support of the request by parents/caregivers.

**Considerations:** Students who do not formally withdraw but stop attending will be marked accordingly, and a final grade will be assigned.

Students who fail to attend classes without communication may be administratively withdrawn following reasonable attempts to contact the student and guardian. The school will document all efforts made to reach the family before processing an administrative withdrawal.

**Exceptional Circumstances:** Withdrawals due to medical, personal, or family circumstances will be reviewed on a case-by-case basis by administration.

### **Students in grades 10, 11, 12 (High School, Online)**

When requesting withdrawal from a course or course change for a student in grades 10, 11, or 12, the following must occur:

1. An educationally sound and defensible rationale for why withdrawal/course change should occur needs to be presented on the withdrawal form, and the student and parent/guardian will need to share this with the Counsellor. Consideration of the request will include impact on the student's graduation plan and the development of an alternate plan.
2. If the request is denied, the parent/guardian can contact the student's Principal/Vice-Principal within 10 business days, who will help to resolve the issue.
3. If the request is denied by school Principal/Vice-Principal, the parent/guardian can contact the School Board Office where District management personnel will help to resolve the issue.
4. If the request is denied by District personnel, the parent/guardian can contact the Superintendent/Designate to help resolve the issue.

5. If the issue remains unresolved, the family can appeal the decision of the Superintendent to the Board of Education. Policy 13 Appeals Bylaw is available on the [district's website](#) or information can be provided by calling the School Board Office.

**\*\***Requesting withdrawal or course changes must comply with the school's procedures related to withdrawal processes, including but not limited to:

- a. Deadline dates with withdrawal / course change consideration [within first four days of instruction of the semester/term without academic penalty]. Withdrawals beyond these timeframes will result in a final mark being recorded and reported to the Ministry of Education.
- b. Support of the request by parents/guardians.
- c. School's guidelines regarding 'spares'.

**Considerations:** Students who do not formally withdraw but stop attending will be marked accordingly, and a final grade will be assigned.

Students who fail to attend classes without communication may be administratively withdrawn following reasonable attempts to contact the student and guardian. The school will document all efforts made to reach the family before processing an administrative withdrawal.

**Exceptional Circumstances:** Withdrawals due to medical, personal, or family circumstances will be reviewed on a case-by-case basis by administration.

**International students** – any information relevant to international pay program can be found on the website

This policy will be reviewed periodically to ensure compliance with provincial education policies and the specific needs of New Westminister Schools.

*Reference:*

*SD No. 40 (New Westminister)*

*Adopted: June 3, 2025*

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminister)