



**STUDENT WITHDRAWAL FORM**

**Parents must submit the Student Withdrawal Form 30 days in advance of the last day of attendance. OR, if they are choosing not to re-enroll for the 2024-2025 school year, they must submit this form by 12/15/23 in order to avoid being charged a registration fee and issued a financial agreement through FACTS.**

**Please note that school accounts cannot be closed until all school issued supplies are returned and outstanding balances are paid in full.**

**Also, per CA law, private schools may withhold, from the parent, grades, diploma or transcripts pending the payment for damaged property, the return of loaned property, or unpaid tuition/fees.**

**Please fill out this form and return it to: [registrar@heritagechristianschool.com](mailto:registrar@heritagechristianschool.com)**

**or drop it off at the Reverence Front Office.**

**Please fill out a separate withdrawal form for each student.**

Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade: \_\_\_\_\_

Notification Date: \_\_\_\_\_ Last day in attendance at HCS: \_\_\_\_\_  
Reason for Withdrawal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School, address and phone to transfer records (new school):

\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Note: If you are moving out of the area, state or country, please provide the school office with the forwarding address.**

Heritage Christian School ♦ 22801 Hidalgo ♦ Mission Viejo ♦ CA ♦ 92691 ♦ (949) 598-9166

**School use Only:** Principal \_\_\_\_\_ Finance \_\_\_\_\_ Registrar \_\_\_\_\_