

Student Exit Process



New Tech Network

1. Complete exit request form
 - ELA or math teacher must sign the exit request as a recommendation for the exit
 - Students cannot exit program near the end of 9 weeks periods or near end of a semester (NT Director and Counselor discretion)
2. Submit exit request to counselor to request exit meeting. Counselor discretion for moving exit process further to NT Director.
3. NT Director's approval and signature required
 - Exit Interview with NT Director
 - Parent meeting required and parent signature for change

NT Director submits form to Data Clerk and notifies counselor if change is approved.

Student Name: _____ **Grade:** _____

Id #: _____

Reason for wanting to exit New Tech:

ELA or Math teacher recommendation to exit: **Yes** or **No** (Circle One)

Date: _____

Counselor meeting and recommendation to exit: **Yes** or **No** (Circle One)

Date: _____

NT Director approval to exit: **Yes** or **No** (Circle One)

Date: _____

Counselor notified and data clerk changes locator Date: _____