



Withdrawal Procedures

If a parent/guardian decides to electively withdraw a student from Aurum Prep, the parent/guardian should notify the principal in writing of their intent to withdraw the student as soon as possible. To facilitate the smooth transfer for the student to his/her new school, the parent/guardian is encouraged to include the following information in their notification to the principal:

1. The date of the student's final day at Aurum Prep.
2. The name of the school and school district to which the child is transferring.
3. A brief explanation of the reason for leaving Aurum Prep.
4. Authorization to release the student's records to the school and school district to which the student is transferring.

Upon receiving this notification, the principal will:

1. Notify the student's teacher of the impending change for the student so that the teacher can prepare the student and his/her classmates for the change.
2. Arrange for the student's records to be transferred to the new school or school district.
3. Notify the Director of Operations of the available opening, so that the next child on the waitlist (if one exists) can be offered a spot at Aurum Prep.