

**Aletheia Christian Academy**  
**1700 Woodchuck Avenue**  
**Pensacola, FL 32504**

\_\_\_\_\_ (Date)

I, \_\_\_\_\_, withdraw my child, \_\_\_\_\_.  
(Parent's Name) (Student's Name)

Reason for Withdrawal:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent's Signature \_\_\_\_\_

Administration Signature \_\_\_\_\_

Withdrawal is complete when the following has been done:

- \_\_\_\_\_ 1. All books have been turned in and/or paid for.\*
- \_\_\_\_\_ 2. All tuition and/or fees are paid and up to date.\*
- \_\_\_\_\_ 3. All After School Care fees are paid.\*
- \_\_\_\_\_ 4. All library books are turned in and/or fees paid.
- \_\_\_\_\_ 5. There are no outstanding Concession charges.
- \_\_\_\_\_ 6. Student's property has been collected.
- \_\_\_\_\_ 7. Grades provided to parent.

\*Student records cannot be released if there is any outstanding balance.

Parent Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Administrator Comments:  
\_\_\_\_\_  
\_\_\_\_\_



\_\_\_\_\_ Copy to Financial Secretary                      \_\_\_\_\_ Copy to ASC Supervisor  
\_\_\_\_\_ Copy to Teacher/Teacher Supervisor                      \_\_\_\_\_ Copy to Library/Concession