

<b>Policy Subject</b>  DISCONTINUATION POLICY FOR STUDENTS UNDER AGE SEVEN (7)	<b>Location Code</b>  501.22	<b>Adoption Date</b>  8/9/99
	<b>Rescinds/Amends</b>	<b>Adopted</b>

It is the policy of the Norfolk School District 0002 to allow any person with legal or actual charge or control of a child younger than seven years of age who is enrolled in the school district to discontinue the enrollment of such child according to the following parameters:

1. The student’s parent(s) or legal guardian shall submit a complete and accurate application form prescribed by the school for discontinuation of enrollment. The application form shall be made available during regular business hours at the administrative offices of the district. The application shall be accompanied by a copy of the student’s birth certificate issued by the state in which the child was born or other reliable proof of the child’s identity and age, (i. e. naturalization or immigration documents showing date of birth or official hospital birth records).
2. After verification by the board or its designee that the child is younger than seven years of age on or before October 15 of the current or upcoming school year and enrolled at Madison County School District No. 0002, the application for withdrawal shall be approved and become effective by resolution at the next board meeting following the submission of the application form. If the child is not younger than seven years of age on or before October 15 of the current or upcoming school year or not enrolled at Madison County School District No. 0002 the application shall be rejected.
3. Madison County School District No. 0002 will provide written notification to the parent(s) or legal guardian of the student if the application has been accepted or rejected. If the application is rejected the rejection notice will state the reason(s) for the rejection. If accepted, the parent(s) or legal guardian shall be provided with a copy of the board resolution stating such acceptance. A copy of the resolution shall also be available during regular business hours at he administrative offices of the district.
4. The district shall inform the student’s parent(s) or legal guardian of the student’s right to re-enter school at any time, if qualified under law.

Reference: Refer to Administrative Rules and Regulations (Red Book) for application form.