

MYRON B. THOMPSON ACADEMY

1040 Richards St., Ste. 220

Honolulu, HI 96813

Phone: (808) 441-8000 Fax: (808) 683-7062

www.ethompson.org

Secondary Intent to Exit Form

Instructions: To initiate the Withdrawal process, Parent/Guardian must complete this form and submit a signed copy to the Registrar’s Office via scanned email, fax, hand deliver, or regular mail.

Dear Registrar,

Please release my child, _____ on _____

_____ **Student Name** _____ **Grade Level** _____ **Disenroll Date**
from Myron B. Thompson Academy. My child will be:

- Transferring to a Hawaii DOE Public School. **Name of School:** _____
- Transferring to a Hawaii Private School. **Name of School:** _____
- Transferring to a Mainland School. **Name of School or District:** _____
- Homeschooling from MBTA. *Credits earned via Homeschooling will not be accepted by DOE or Public Charter Schools.*
- I will register my child at my district DOE school & request to homeschool from there. **Please read letter on page 2.**
Name of School: _____

Reason for Disenrollment:

Suggestions for Improvement:

*My child returned all school property (including MS Surface, charger, etc.) on _____.

Date

**Microsoft Surface Serial #: _____

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Cell Phone #: _____

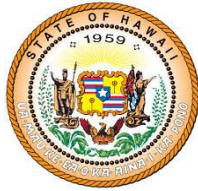
MBTA Official’s Signature (Tech Department): _____

In regards to the release forms needed to register my child at the school listed above, please...

- make them available for pick up in person from MBTA’s front office
- mail the documents to my mailing address
- email the documents to the following email address: _____

Office Use Only

- 1 copy of student’s VISI and 2 copies of Form 14
- Form 211 (Release)
- Student Schedule and Transfer Grades
- 1 copy of student’s Transcript
- 1 Copy of BC
- Exit from PS and CANVAS
- Email Teachers
- Send Parent MBTA Exit Survey



Myron B. Thompson Academy
1040 Richards St., Ste. 220
Honolulu, Hawaii 96813
O#: 441-8000 F#: 683-7062

Dear Parent/Legal Guardian,

If you selected **Homeschooling your child from your district DOE Public School** on the Intent to Exit form, please follow the procedure below to ensure proper exit from MBTA:

1. Upon receipt of the release packet from MBTA, which will include at minimum a copy of your child's birth certificate and F14- Health records, take all documents to your district DOE public school (Registrar's Office).
2. **Request to enroll your child at that school with the intent to homeschool your child.** The student must be registered at the desired DOE public school to ensure proper transfer in the state's Student Enrollment System.
3. **Request and complete the 4140 Form** (Exceptions to Compulsory Education) **from your DOE public school** and select the Homeschool option on the form.
4. Submit the completed 4140 form to your DOE public school for approval.

Once you receive a copy of the approved 4140 form, your child is classified as homeschooled in the State of Hawaii and also will be connected to the appropriate DOE public school in the state's Student Enrollment System.

Failure to complete the procedure above will result in your child being reflected as "In-Flight" in the state's Student Enrollment System and your child will continue to be associated with MBTA, at which point you will be contacted to complete the above procedure.

Please contact me with any questions and feel free to review the following website for Homeschooling information in the State of Hawaii: <https://goo.gl/9fLlb7>

Regards-
Registrar's Office