

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 and request to homeschool from there.

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