

## **Student Withdrawal/Transfer Procedures**

If you plan to withdraw or transfer your child from Myron B. Thompson Academy, please follow the instructions below:

### ***ELEMENTARY:***

1. Parent/Guardian go to the following website to download and complete the Intent to Exit Form (IEF). [https://mbta.instructure.com/courses/432/files/47832?module\\_item\\_id=10860](https://mbta.instructure.com/courses/432/files/47832?module_item_id=10860)
2. Once completed, submit the IEF to the Elementary office staff via scanned email, picture file, snail mail, hand deliver, or fax (808-683-7062).
3. Return all school property to the Elementary Office. School property may include but is not limited to curriculum materials, school issued electronic devices and/or equipment, financial obligations, etc.
4. Release documents will be prepared and ready for distribution once all school property is returned and the IEF is given to the registrar's office.

### ***SECONDARY:***

1. Parent/Guardian go to the following website to download and complete the Intent to Exit Form (IEF). [http://ethompson.org/web/static/media/student-forms/Secondary\\_Intent\\_to\\_Exit.pdf](http://ethompson.org/web/static/media/student-forms/Secondary_Intent_to_Exit.pdf)
2. Once completed, submit the IEF to the registrar's office either in person, scanned email, picture file, snail mail, hand deliver, or fax (683-7062).
3. Return all school property, including but not limited to the school issued Chromebook, power cord, books, and/or any software, to the technical department. Room 220. Neighbor island students- once your IEF is received, a shipping label will be sent to both parent's email addresses.
4. Release documents will be prepared and ready for distribution once all school property is returned.

\*Intent to Exit forms will be processed within three working days.

Feel free to contact the Registrar's Office with any questions/concerns via email, [mrsumiye@ethompson.org](mailto:mrsumiye@ethompson.org), or telephone, 808-441-8047.