



Steps for Withdrawal

- 1) Contact the CCS school office to give a 24 hour notice of withdrawal. The CCS school office will need to know exactly what you will need for registration. This typically includes withdrawal form, shot records and current transcript/report card.
 - a) Mrs. Cormier in the financial department will contact you with what you owe to close your account. Records cannot be released until the account is paid in full.
 - b) The CCS school office will contact you when the withdrawal documents are ready to be picked up. We will work diligently and as quickly as possible to get this to you in a timely manner.
 - c) The transfer school will send a request to CCS for the rest of the student's records.
- 2) You must bring in any athletic uniforms at the time of withdrawal.
 - a) If uniform is lost or damaged, you must pay the cost of the uniform at the time of withdrawal.
- 3) You must turn in all textbooks to the school office at the time of withdrawal.
 - a) If textbook is lost or damaged, you must pay the cost of the textbook at the time of withdrawal.
- 4) You must clean out locker and turn in lock at the time of withdrawal.
 - a) If the lock is lost or damaged, you must pay the cost of the lock at the time of withdrawal.
- 5) You must turn in any library books at the time of withdrawal.
 - a) If the library book is lost or damaged, you must pay the cost of the book at the time of withdrawal.