

Place on Letterhead

**NOTICE OF WITHDRAWAL FORM
SCHOOL SITE COUNCIL (SSC) AND/OR
ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)**

WITHDRAWAL IS EFFECTIVE IMMEDIATELY AFTER THE ELIGIBLE STUDENT IS NO LONGER ENROLLED AT THE SCHOOL SITE CAUSING THE PARENT TO LOSE AFFILIATION WITH THE SCHOOL SITE.

(Name of member/officer) is being withdrawn as a member and /or officer from the (circle SSC and/or ELAC) due to the loss of affiliation with (school name).

Name of the eligible student: _____ Student ID #: _____

Date student was withdrawn: _____

Was this member an officer: Yes or No

If yes, name of position: _____ (circle SSC and/or ELAC)

Date elected: _____

Date of withdrawal: _____ Time: _____

Withdrawal letter provided to parent on: (date) via (email and school mail or in-person and school mail)

Principal Printed Name: _____

Principal Signature: _____ Date: _____

NOTE: School staff must keep a copy of this form on file for five (5) years. Send a copy to your Region Administrative Coordinator of Family and Community Engagement.

c. Region FACE Administrative Coordinator