**Summer Withdrawal Processing**

The date that should be entered on the Withdrawal / End Date Check list depends on the date the student started attending another school district or the date when you received the records request (RR).

You MUST record students’ absences for every student for every day that they are absent, until the student is end-dated.

Receive Records Request from another school district

**Yes**

Is the request received before roll over in Mid-July?

Contact school to get start date. If you can’t obtain date, submit withdraw form with the end date of the date when the request was received.

Does the request have enrollment start date?

**No No**

**Yes** **Yes**

Is the date before CCS 1st day of school?

Is the date the 1st day of school for the new school?

Submit withdrawal form with the end date of the last day of the current school year

**No**

**Yes** **No**

**Yes**

Submit Withdraw Form with the end date of **July 1st**

Submit Withdraw Form with the end date one day prior to the enrollment date on the request

\*\*This flowchart does not address every possible situation, and whenever in doubt, please e-mail [emis\_staff@columbus.k12.oh.us\*\*](mailto:emis_staff@columbus.k12.oh.us**)

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