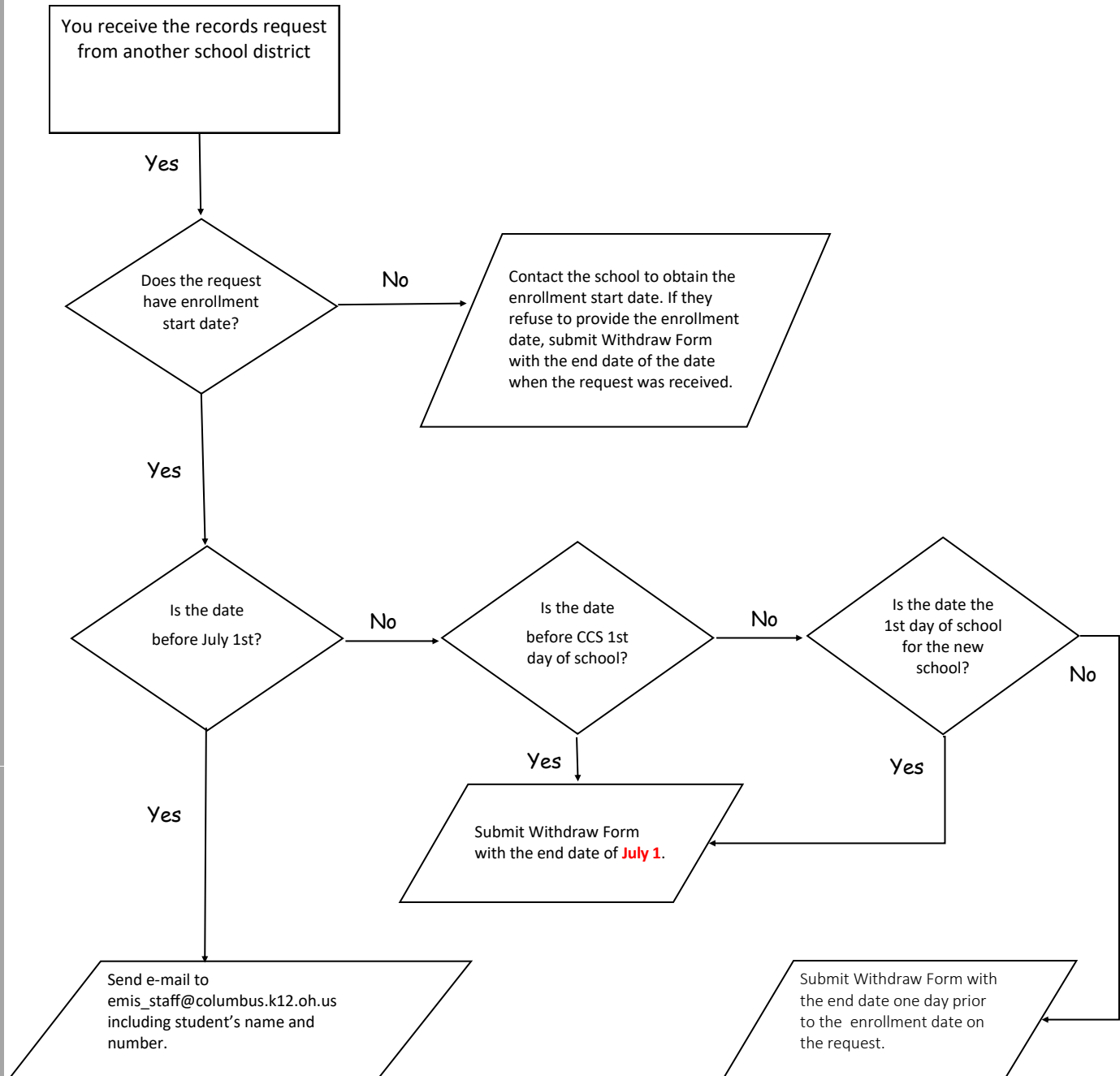


# Summer Withdrawal Processing

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 records request (RR).

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



**\*\*This flowchart does not address every possible situation, and whenever in doubt, please e-mail emis\_staff@columbus.k12.oh.us\*\***