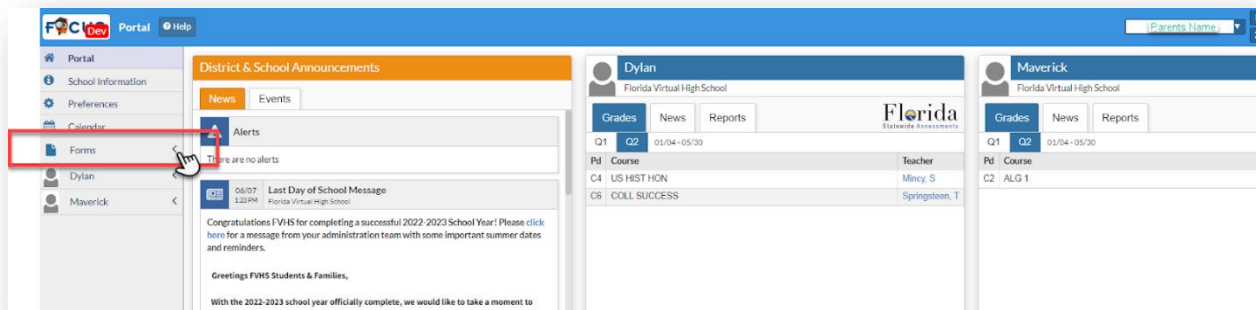
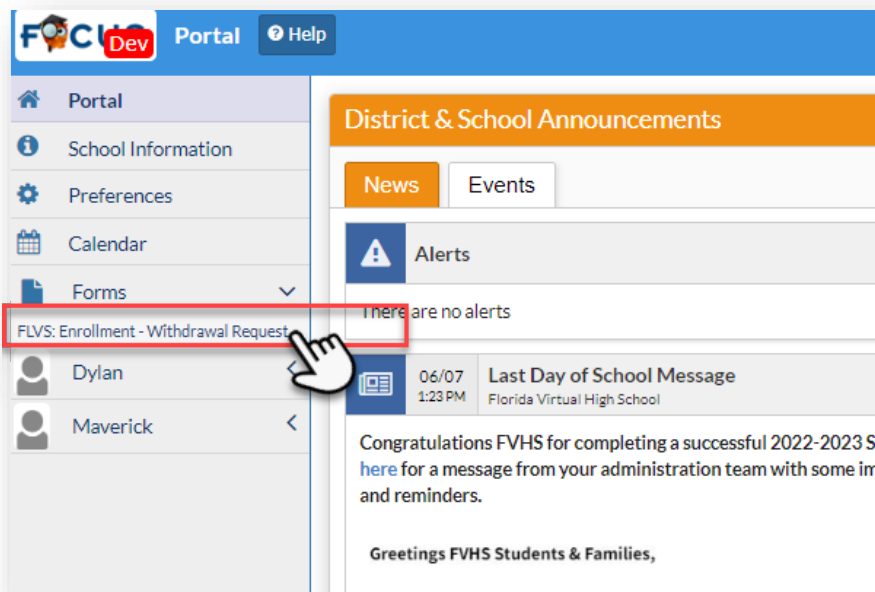


Withdrawal Form – Parent Guide

1. **Log into your parent portal account** at flvs.focusschoolsoftware.com. Please ensure you are logged in as the parent, not the student. The form will only be available on the parent portal account. The parent's name will appear in the top right corner if logged in correctly.
2. From the home page click the drop-down next to the **Forms** menu on the left side of your screen to see all forms available to you.



3. Click on the form titled, “**FLVS: Enrollment – Withdrawal Request**” to open the form.



4. Complete all required fields on the first page of the form. Required fields appear in red. *Please note: Only the requests from the student's legal guardian or custodial parent(s) will be approved for WD. Some fields will autofill based on the selection and cannot be edited. Next school information is required. If you are unsure, please answer to the best of your ability at the time the form is completed.*

Withdrawal Form – Parent Guide

The form's title will auto-fill with the date. You may leave it as is or update the title as needed. An example title might be, "Jane Doe's WD"

The student ID number and grade level will populate based on the selected student.

Please enter the requester phone number.

Select the state and county of the next school of record. Other options include not a Florida school, out of country, and N/A

Select the reason that best captures why the student is being WD.

current date will appear here by default

This field will auto-fill with the name of the person initiating the request.

The requestor will see all of their linked students. Choose the student that needs to be WD. If more than one student needs to be WD, separate forms must be done for each one.

Please type the full name of the next school of record and avoid using initials such as "JBHS". If no school, type N/A.

Choose the next school type.

Select the student's guidance counselor based on their last name.

The requester must sign the form. Click into the signature box to sign.

FLVS K12 Official Student Withdrawal Request Form

This form must be submitted for any student to withdraw during the academic school year. Students who will be withdrawing after the end of the current school year will indicate that on the intent to return form provided during the Spring semester and do not need to complete this form.

Only the custodial parent/guardian who enrolls the student may withdraw the student from FLVS Full Time. The custodial parent/guardian completing this form must indicate the next school, school district, school state, and school type.

A separate form must be submitted for each student(s) that needs to be withdrawn.

Name of person requesting that the student be withdrawn: [Text Field]

Please select the student to be withdrawn: [Dropdown Menu]

Student ID Number: [Text Field] Current Grade Level: [Text Field]

Please enter the best phone number to contact the parent/guardian: [Text Field]

Please enter the full name of the next school the student will attend: [Text Field]

Select the state where the new school is located: [Dropdown Menu]

Select the county where the new school is located: [Dropdown Menu]

If the next school is located out of state, choose the option "Not A Florida School".

Select the new school type:

☐ Public ☐ Private ☐ Home School ☐ FLEX - Home Ed ☐ Adult Education/GED

Select the primary reason for the WD: [Dropdown Menu]

Select the name of your student's counselor: [Dropdown Menu]

(FLVS counselor's are assigned by last name of student)

Parent/Legal Guardian Signature: [Text Field]

Date: [Text Field]

Click to Sign

- If the requestor would like to add additional information for the reviewer, they may scroll to the bottom of the form and add a comment or upload additional documents for the reviewer to see.

Start New Draft or Save Draft or Submit Request Print

Misc

(Drag files to upload) Select

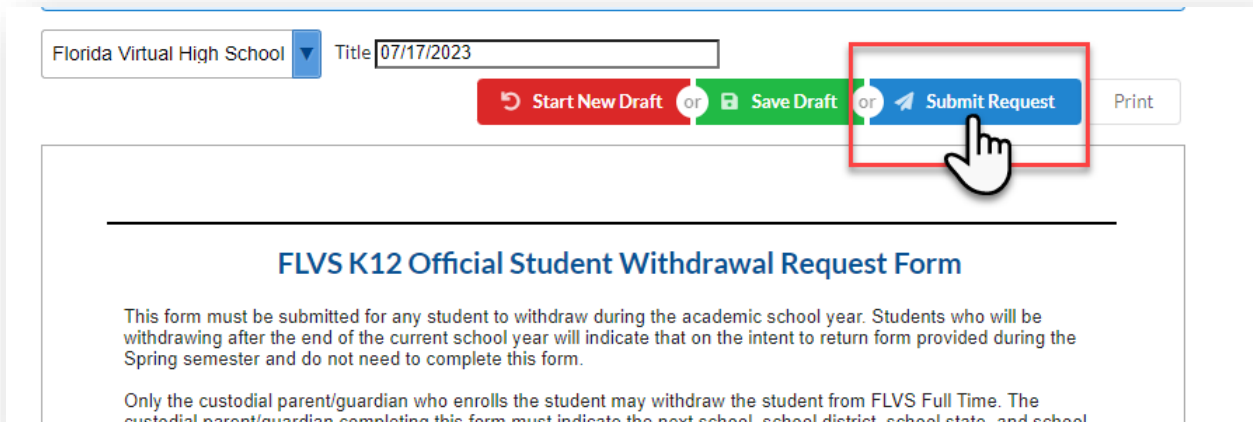
upload additional documents here (optional)

Type additional comments here (optional)

Post

Withdrawal Form – Parent Guide

- The requestor can save the form as a draft, submit the form, start a new draft, and/or print a copy of the request. **Please be sure to choose “submit request” once all required fields have been completed.**



Florida Virtual High School Title 07/17/2023

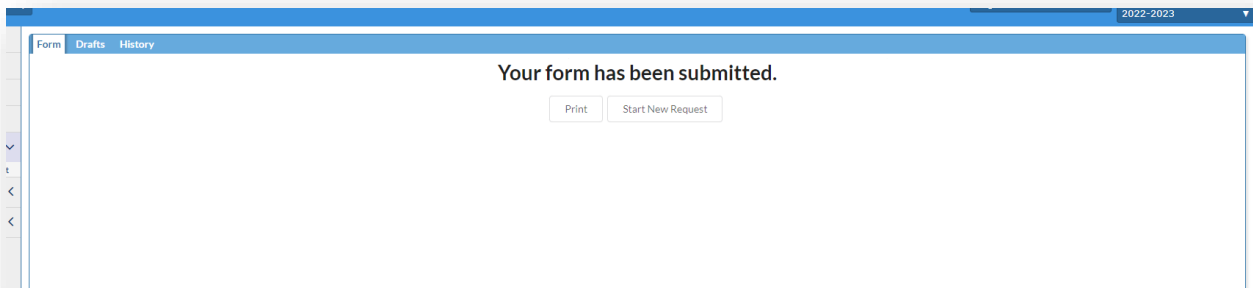
Start New Draft or Save Draft or Submit Request Print

FLVS K12 Official Student Withdrawal Request Form

This form must be submitted for any student to withdraw during the academic school year. Students who will be withdrawing after the end of the current school year will indicate that on the intent to return form provided during the Spring semester and do not need to complete this form.

Only the custodial parent/guardian who enrolls the student may withdraw the student from FLVS Full Time. The custodial parent/guardian completing this form must indicate the next school, school district, school state, and school

- The requestor will see the following confirmation message once the form has been submitted.



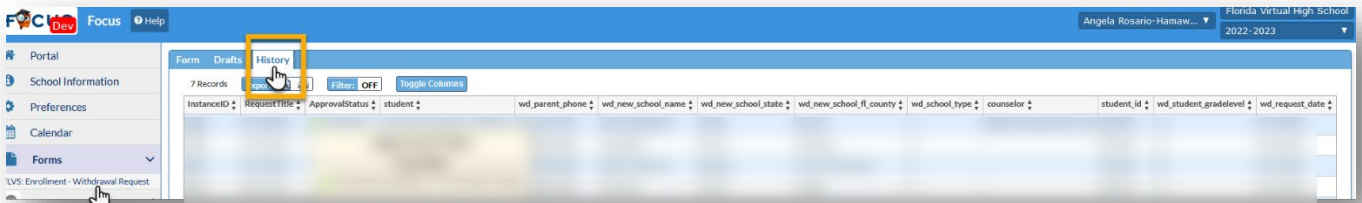
2022-2023

Form Drafts History

Your form has been submitted.

Print Start New Request

- Submitting the form does **NOT** withdraw the student. The form must be approved and processed by the required FVHS staff members before an official WD will occur. The requestor may check their submitted requests' status at any time by following steps 1-3 above and then clicking the “History” tab. All submitted forms will appear there.



Focus Help

Angela Rosario-Hamaw... Florida Virtual High School 2022-2023

Portal School Information Preferences Calendar Forms

Forms

Form Drafts History

7 Records Filter: OFF Toggle Columns

InstanceID	RequestID	ApprovalStatus	student	wd_parent_phone	wd_new_school_name	wd_new_school_state	wd_new_school_fl_county	wd_school_type	counselor	student_id	wd_student_gradelevel	wd_request_date

FLVS: Enrollment - Withdrawal Request

- Click the Drafts tab to access any saved but not submitted form.

Focus Dev Help

Portal

School Information

Preferences

Calendar

Forms

FLVS: Enrollment - Withdrawal Request

Form Drafts History

Title

07/17/2023 View

10. Forms will either show as pending, approved, or denied. Hover over the approval status to see where the form is in the approval flow.

Form Drafts Mass Print

Show All

Export

8 Records

Approval Chain

Counselor

✓ Dan Marino - 07/14/2023 7:09pm

TOA

Emmitt Smith

This form has been approved by the reviewer Dan Marino and is now waiting on review from Emmitt Smith.

InstanceID	RequestTitle	Approval Status	Parent Phone	WD New School Name	WD New School State	WD New School FL County	WD School Type	Counselor	Student ID	WD Student Gradelevel
5520	07/14/2023	Approved	(555) 555-5555	Liberty High School	Florida	Brevard	1	Rebecca Heinzmann (Dr-Hon)		11
5519	07/14/2023	Pending	(555) 555-5555	new school high	Alabama	Dixie	0			11
5518	07/14/2023	Pending	(888) 888-8888	orange high	Florida	Hernando	0			11
5517	07/14/2023	Pending		Winter Garden HS	Alabama	Not A Florida School	0			09
5515	Dylan's WD	Pending		FLVS FLEX	Florida	Orange	3			11
5514	07/14/2023	Pending		FLEX	Florida	Orange	3			11
5513	07/14/2023	Approved	(888) 888-8888	none	Out of Country	Not A Florida School	4			11
5512	07/14/2023	Denied	(888) 888-8888	FLVS FLEX	Florida	Orange	3			11

This form has been approved by all required staff and is complete.

This form was denied by a required approver. Click the form instance number to view all comments from the denier.

Click an instance ID to open and view that form.

11. Once the student has officially withdrawn you will receive a withdrawal letter by email as a record of the WD.