

# Guilford County Schools

## Notification of Withdrawal from ACES

Dear Parent/Guardian:

We have enjoyed serving your family and regret that your child(ren) will no longer be a part of our after-school program. Please contact me if your situation changes and you would like to re-enroll your child(ren) in ACES.

Thank you, ACES Site Coordinator

***Please complete the withdrawal information below.***

Parent/Guardian: \_\_\_\_\_

Date of last week of enrollment in ACES: \_\_\_\_\_

I am withdrawing the student(s) listed below from the ACES Program. I understand:

- Notification of Withdrawal is due prior to a child's last week in ACES. Payment is due for the week when the Notification of Withdrawal is submitted and for the child's last week in ACES (typically the following week).
- All outstanding fees are to be paid prior to the child's last day.
- If I desire for my child to return to ACES, I will need to submit a new ACES enrollment application and follow the same admission procedures as a new applicant.
- ACES enrollment applications are not accepted from families with outstanding weekly fees and/or unpaid NSF checks.

Student	Grade	Group Leader

Reason for Withdrawal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date Submitted to ACES Site Coordinator

### **This section to be completed by ACES Site Coordinator**

Date notification received: \_\_\_\_\_ Last date student(s) attended ACES: \_\_\_\_\_

Method of notification or confirmation of withdrawal if parent/guardian did not submit form:

Were all fees paid? \_\_\_\_\_ YES \_\_\_\_\_ NO If NO, amount of outstanding fees \$ \_\_\_\_\_

Print the Individual Student Fees Due Report for student(s). File Fees Due Report (even if there are \$0 fees due) and this form with each student's ACES Enrollment Application.

*In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401; 336-370-2323.*