



**Process for exiting a student from Yu Ming Charter School for other than disciplinary reasons:**

If a parent/guardian decides to electively withdrawal a student from Yu Ming Charter School, the parent/guardian should notify the principal in writing of their intent to withdrawal the student from Yu Ming Charter School as soon as a decision is made. To facilitate the smooth transfer for the student to his/her new school, the parent/guardian is encouraged to include the following information in their notification to the principal:

1. The date of the student's final day at Yu Ming Charter School
2. The name of the school and school district to which the child is transferring
3. A brief explanation of the reason for leaving Yu Ming Charter School
4. Authorization to release the student's records to the school and school district to which the student is transferring

Upon receiving this notification, the principal will:

1. Notify the student's teacher of the impending change for the student so that the teacher can prepare the student and his/her classmates for the change.
2. Arrange for the student's records to be transferred to the new school or school district.
3. Notify the Yu Ming Charter School Board of Directors of the student's withdrawal at the next scheduled Board Meeting.
4. Notify the Chair of the Enrollment Committee of the available opening so that the next child on the waitlist (if one exists) can be offered a slot at Yu Ming Charter School.