

| STUDENT NAME | |
|---|--------------|
| STUDENT # STUDENT'S LAST DAY OF SCHOOL (W/D Date) | |
| | |
| New School address or phone number if available | |
| | |
| | |
| Items to Consider For School & Parents | Action Taken |
| | Action Taken |
| 1- Have school fees been paid-will a pro-rated refund be necessary? | |
| 2- Money in Payschools lunch account(s)- will a refund be necessary (NB Schools requests amounts less than \$5 be donated to the Backpack Program for students in need) | |
| 3- Have all outstanding library materials or fines been returned? | |
| 4- Have Chromebooks and textbooks been returned? | |
| Student's New Address to send any refunds: | |
| PARENT/GUARDIAN SIGNATURE: | |

(Your signature gives New Bremen Schools permission to send student records including special education records to the new school)