

**FORT SILL SCHOOL LIAISON SERVICES
CHILD AND YOUTH OUTPROCESSING FORM**

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 U.S.C. 3013, 26 U.S.C. 6041, DoD Directive 1015.2, DoD Instruction 1051.10, and E.O. 9397
PRINCIPLE USE: Information is needed to withdraw student from public school and out-process soldier from the installation.
ROUTINE USE: Information can be released per Routine Uses listed under applicable Privacy Act System Notice.
DISCLOSURE: Voluntary; however, failure to provide requested information may result in delayed out-processing from the installation.

Directions for Outprocessing through School Liaison Services

1. Read and complete checklist below.
2. Present form to school registrar at least 48 hours prior to clearing with School Liaison Services.
3. Submit completed form to School Liaison Officer or Central Registration Clerk, Child and Youth Services, 4700 North Mow-Way Road.*

***Sponsor with home-schooled children should bring blank form and verification of home-school enrollment.**

Sponsor's Name:	Student's Name:	Grade:	School:
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**Student Withdrawal Checklist
(To be completed by Sponsor)**

- Notify school promptly of estimated departure date.
- Return all materials (classroom text books and library books).
- Pay all charges and fines.
- Clear extra-curricular activities, if applicable.
- Copy of report cards or transcripts received. If semester/year is not completed, receive withdraw grades from teacher(s).*
- Copy of Individual Education Plan (IEP) received, if applicable.*
- Copy of school official withdrawal documents received.*

*** Allow school officials at least 48 hours for processing.**

FOR SCHOOL OFFICIAL ONLY

The above sponsor/student has completed necessary procedures for withdrawal.

Signature of School Official

Date

AND

Signature of School Liaison Officer/
CYS Representative

Date