



## Request to Withdraw from an Internal or External Standard

**To be completed by the applicant and given to the HOD.**

Surname: \_\_\_\_\_

First name(s): \_\_\_\_\_

House class: \_\_\_\_\_

Standard number: \_\_\_\_\_

Standard number: \_\_\_\_\_

Assessment title: \_\_\_\_\_

Due date: \_\_\_\_\_

My reason(s) for wanting to withdraw are: \_\_\_\_\_

List any other standards in any course that you have withdrawn from this year: \_\_\_\_\_

\_\_\_\_\_

Does this standard contribute to literacy or numeracy? \_\_\_\_\_

Does this standard contribute to a pathway? \_\_\_\_\_

Have you discussed this with your teacher/Dean/parents/caregivers? \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Agree to this statement: I have consulted with my parents/caregivers, dean and teacher and I am aware that withdrawing from a standard means I will forfeit the opportunity to earn the credits associated with the assessment. I understand that if I have already been given an adequate opportunity to achieve the standard, a Not Achieved grade will be awarded and no withdrawal can take place.*

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Withdrawal granted/rejected: \_\_\_\_\_

If rejected and further action is required, pass on to the DP, Head of Curriculum.

HOD Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Once completed and signed by HOD and student, the student will receive a copy of this document and the HOD will store it in the department files.**