



WOHS Procedures for Student Withdrawal during Social Distancing Mandates

Please Read In entirety.

In order to withdraw your student the following steps are required: Parent/Guardian will complete all steps listed below.

Steps to take:

1. Email or Fax Camille.morales@ocps.net with this completed form and a photo ID of the parent/legal guardian.*
2. School staff will contact you once the withdrawal paperwork is prepared.
3. Gather these items which must be returned:
 - I. School Laptop and Charger
 - II. Textbooks or other items belonging to WOHS
 - III. School ID
 - IV. Obligations

School staff will contact you to come in to return items and pick-up completed withdrawal paperwork.

Students First Name: _____ Last Name: _____

Student ID #: _____ Grade: _____

Address student will reside:

Street: _____ City: _____ State: _____

Zip: _____ Country: _____

Parent/Guardian Name: _____ Parent Phone #: _____

Parent Email: _____

School will be attending: _____

Have all materials including laptop, laptop charger, text books been returned to WOHS: Yes _____ No _____

Parent/Guardian Signature: _____ Date: _____

***All Documents need to be provided in one email or Faxed 407-656-4970 for your student to be withdrawn. If you fax the documents, PLEASE send a confirmation email**

to camille.morales@ocps.net