



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Manual

7.9 Student Withdrawal

This policy establishes a standardized process for student withdrawals from schools within the district, ensuring compliance with the British Columbia School Act and Ministry of Education and Child Care regulations.

Students may be withdrawn from a school or course upon request by a parent/guardian/caregiver, or by the student if they are of legal age. The withdrawal process must be documented in accordance with Ministry guidelines and district procedures.

Guidelines

- A student may withdraw from a course with the approval of the principal or designate.
- The withdrawal will be recorded with a "W" (Withdrawal) on the student's record, as per the Provincial Letter Grades Order.
- Schools must maintain documentation of the withdrawal request and approval.
- Students with Individual Education Plans (IEPs) or other special designations must have their records reviewed to ensure all supporting documentation is included.