

# **Instructions for Completing Verification of Withdrawal from South Carolina Schools Form**

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## **This Form is for South Carolina Schools Only**

If the last school you attended was not in South Carolina, you will need a letter from the superintendent of the school district in which you now live. This letter must be typed on district letterhead and state that you have never attended school in that district. It must also indicate your date of birth. The superintendent of the school district or his/her designee is the only one that may sign this letter.

If you prefer, you may obtain a letter from the principal of the last out-of- state school you attended. The letter must provide the last date of your attendance and your date of birth. This letter must be on official school letterhead.

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### **Section I: Applicant**

- The applicant is to complete this section of the form.
- Provide your full name (no nicknames) and date of birth.
- This section must be dated and signed by the applicant.
- The application cannot be processed without the applicant's signature.

### **Section II: South Carolina School Principal OR Attendance Supervisor**

- This section is to be completed by the principal or the attendance supervisor of the last South Carolina school attended.
- K-12, alternative or charter schools may complete this section. The seven-digit BEDS code must be provided.
- This section may NOT be completed by an adult education center.
- Private schools that are members of The South Carolina Independent School association (SCISA) may use this form.
- Private schools that are not members of SCISA may use this form, as long as they attach a letter on school letterhead from the headmaster of the school listing the school address, telephone number, and a brief description of the school's background and mission.
- Private schools do not provide a BEDS code.

### **Section III: Home School Applicants**

- The administrator of the state-approved home school association under which the examinee studied must complete this section.
- A parent or guardian may NOT sign this form.
- If you are enrolled under the home school program of your local school district, the district administrator of the program must sign the form.