



WITHDRAWAL REQUEST FORM 2023/2024

Withdrawal forms MUST be submitted to registration@epd.org with a minimum of 14-day's notice of your child's last day of attendance. Prorated refunds are based off 14-days from the date that this form is received by registration@epd.org. **It is the parent/guardian responsibility to notify their child's school, teacher, and site director of their last attendance day.**

Child's Name: _____
(Last) (First)

Location:

- | | |
|--------------------------------------|---------------------------------|
| <input type="radio"/> Conrad Fischer | <input type="radio"/> Hawthorne |
| <input type="radio"/> Edison | <input type="radio"/> Jackson |
| <input type="radio"/> Emerson | <input type="radio"/> Jefferson |
| <input type="radio"/> Field | <input type="radio"/> Lincoln |

Withdrawal From:

- ☐ AM Rec Station
☐ PM Rec Station

Parent/Guardian Phone: _____

Last Day of Attendance: _____

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Reason for Withdrawing from the Program: _____

PARENT SIGNATURE

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Parent/Guardian's Signature _____ Date _____

Office Use Only

Date Received:	_____
Received Email Sent:	_____
Withdrawal Date:	_____
Copy to Supervisor:	_____
Processed Date:	_____