

**MONTGOMERY COUNTY PUBLIC SCHOOLS****Early College Program Withdrawal Form**

Office of Curriculum and Instructional Programs  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
850 Hungerford Drive, Rockville, Maryland 20850

**DIRECTIONS:** This form should be used by Parents/Guardians who wish to withdrawn their child from the Montgomery College (MC) Early College (EC) Program and by the MC Director processing the release of the student from the program. The form must be completed as appropriate and submitted as directed below.

**PART I: STUDENT INFORMATION (MUST BE COMPLETED)**

Student Name \_\_\_\_\_ MCPS 6 Digit ID Number \_\_\_\_\_  
 Montgomery College ID # M \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Check One:  Parent/Guardian Withdrawal (Complete Part II)  Institutional Release (Complete Part III)

**PART II: PARENT/GUARDIAN WITHDRAWAL (COMPLETED ONLY IF PARENT/GUARDIAN IS REQUESTING WITHDRAWAL FROM THE PROGRAM)**

I, the parent/guardian of the above named student, hereby withdraw said student from the MC EC program. I understand that my student will return to the high school of last attendance, \_\_\_\_\_ High School, effective immediately.

I am withdrawing my student for the following reason(s): [CHECK ALL THAT APPLY]

- Student is not performing to expectations
- Student not prepared academically to meet coursework or degree expectations
- Prefers to return to High School structure
- Moving out of district/State/Country
- The time demands are too great
- Other: \_\_\_\_\_

**PART III: INSTITUTIONAL RELEASE (COMPLETED ONLY IF MC IS RELEASING STUDENT FROM PROGRAM)**

I, Director of Early College Program at MC, have informed the student and Parent(s)/Guardian(s) about the results of the Early College Program Determination. Due to the reasons noted below, the student will be released from the EC program as of the date printed on this document and must return to their last high school of attendance on the next official day of high school.

Reason(s) for release: [CHECK ALL THAT APPLY]. Detailed information is noted in the space at the bottom of this form.

- Student is not performing to expectations
- Student is not prepared academically to meet coursework or degree expectations
- Student violated the \_\_\_\_MCPS and/or \_\_\_\_MC Student Code of Conduct as described below.
- Other: \_\_\_\_\_

**PART IV: PARENT/GUARDIAN/STUDENT SIGNATURE (MUST BE COMPLETED)**

I understand that the grades earned during the EC program will appear on the transcript and my student will need to complete all additional courses for high school graduation. I further understand that my student will need to return to school the next official school day after completion of this form. I have contacted the EC program director at Montgomery College, the high school counselor, and the principal of \_\_\_\_\_ High School so all are aware of this decision.

Please contact me at the phone number or email below should you have need for additional information.

Parent/Guardian Name Printed: \_\_\_\_\_ Parent/Guardian Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Parent/Guardian E-mail Address: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**PART V: INSTITUTIONAL SIGNATURES (MUST BE COMPLETED)**

I have provided a copy of this form to the parent/guardian and the MCPS Supervisor who will provide a copy of this form to the school based staff as appropriate.

Please contact me at the phone number or e-mail below should you have need for additional information.

MC Director Name Printed: \_\_\_\_\_ MC Director Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

MC Director Email Address: \_\_\_\_\_

MC Director Signature: \_\_\_\_\_

Please use the space below to share additional details associated with the reason for the student's release from the MC EC program.