

THE SCHOOL DISTRICT OF  
PHILADELPHIA

No. 208

Section: PUPILS

Title: Withdrawal from  
School

Adopted: April 27, 1981

Revised: June 25, 2020

208 WITHDRAWAL FROM SCHOOL

**Purpose**

The Board of Education (“Board”) recognizes that while statute requires attendance of only students of compulsory school age, it is in the best interest of both students of the School District of Philadelphia (“District”) and the community that students remain in school. The purpose of this policy is to establish requirements governing withdrawal from school that encourage students to complete an educational program that will equip them with required skills and increase their chances for a successful life beyond school. [1][2][3][4][5][6][7]

**Definitions**

For purposes of this policy, terms are defined as follows:

**Compulsory school age:** The period of a child's life from the time the child enters school (which may be no later than at the age of six (6) years), to the day the student turns eighteen (18) years old or graduation from a high school, whichever occurs first. [1][3][5]

**Person in parental relation:** A:[2]

1. Custodial parent.
2. Noncustodial parent.
3. Guardian of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

**School-aged student:** Any child, between 5 and 21 years of age, who is a resident within the school district.

**Truant:** A school-aged student enrolled in a District school who has accumulated three (3) or more days of unexcused absences.

**Graduating student:** A person who has earned the required number of credits to receive a high school diploma from the District.

### **Authority**

The Pennsylvania School Code and Department of Education Regulations provide the Board the authority to set and enforce attendance requirements, including requirements related to the withdrawal from school.

No student of compulsory school age shall be permitted to withdraw without the written consent of a person in parental relation and supporting documentation.

The Board shall approve the withdrawal of students attending college full-time. [8]

### **Delegation of Responsibility**

The Board directs that whenever a student wishes to withdraw, effort should be made to determine and attempt to resolve the underlying reason for such action. District resources and staff shall be utilized to assist the student in reaching their career goals.

The Board directs the Superintendent or their designee, through the Office of Student Enrollment and Placement, to develop Guidelines for Attendance and Truancy for withdrawal from school, which will include the following:

- Guidelines and protocols for staff to obtain and attempt to resolve the reason for a truant, school-aged student's absence from school and to refer a student to the appropriate supports and resources prior to withdrawing a student from school.
- Guidelines and protocols for parents/guardians withdrawing a student to enroll in another Local Education Agency, who must withdraw the student in person at the school where the student is enrolled.
- Guidelines and protocols for offering counseling services to graduating students, which will be available to support the students' transition to postsecondary education, career, or the armed forces.

In all cases, students withdrawing from the District must return all District-owned supplies and equipment in the possession of the student before the withdrawal process can be completed. [9]

### **Legal References**

1. [22 Pa. Code § 11.13](#)
2. [22 Pa. Code § 12.1](#)
3. [24 P.S. § 13-1326](#)
4. [24 P.S. 21-2103](#)
5. [Policy 201 - Admission of Students](#)
6. [24 P.S. § 13-1327](#)
7. [Policy 204 - Attendance](#)

8. [22 Pa. Code § 11.4](#)
9. [Policy 224 - Student Care of School Property](#)

**Related Information:**

Guidelines for Attendance and Truancy can be found on the District's website at <https://www.philasd.org/studentrights/programsservices/attendance-truancy/>