

## APPENDIX H - WITHDRAWAL INFORMATION AND SAMPLE LETTERS

Kentucky does not have a standard drop-out form, so various school forms are sometimes submitted (drop out questionnaire or infinite campus report), but these do not have the needed information.

Official GED Testing centers in Kentucky are now requiring a letter on school letterhead that provides the student's name, date of birth, and Social Security Number (if possible), and date of withdrawal from school. The letter should be dated and signed by the superintendent or designee (usually director of pupil personnel).

The best practice is to have the school seal imprinted on the letter. Directors of pupil personnel have told us that schools have this seal and that it is not difficult for this to be added.



Frankfort High School  
322 Shelby Street  
Frankfort, KY 40601  
502-223-8332

February 28, 2011

TO WHOM IT MAY CONCERN:

Heidi Box, (DOB: 5/25/1993, SSN: 999-99-3456), withdrew from Frankfort High on November 12, 2010.



Sharon Smith  
Director of Pupil Personnel

There are a couple of special cases--home schooled students and those who did not enroll in school after a move or summer break. For home-schooled students, a letter is required from the home school to the school superintendent where the home school is located indicating the student has withdrawn from home school. The date of the letter to the superintendent is the date of withdrawal; the test-taker must have been withdrawn from home school for 90 days.

1024 Jett Boulevard  
Frankfort, KY 40601  
February 16, 2011

Harry Booker, Superintendent  
Franklin County Schools  
916 E Main St  
Frankfort, KY 40601

Dear Superintendent:

In accordance with Kentucky GED Testing policy, this is to inform you that I am no longer home schooling my child, Cindy Brady, DOB: 2/28/1994, SSN: 999-99-1234. The date of this letter notifying you of the withdrawal from home school establishes the official withdrawal date.

I understand my child will have to take and pass the official practice tests and wait 90 days from the date on this letter before becoming eligible to take the GED Tests.

Sincerely,



For those who don't re-enroll in school, a letter from the local school district is required indicating the person has not been enrolled this semester. The start of the semester establishes the withdrawal date; the test-taker must have been withdrawn for 90 days.



*Frankfort High School*

328 Shelby St  
Frankfort, KY 40601  
502-875-8655

December 6, 2010

TO WHOM IT MAY CONCERN:

Peter Brady (birth date 8/18/1992, SSN: 999-99-2345) has not been enrolled at Frankfort High School this semester. Our current semester started August 2, 2010.

Regards,

Sharon Smith  
Director of Pupil Personnel