

Lopez Middle School Student Withdrawals

- **The parent/guardian should notify the Lopez Counseling Office at least one day in advance of a student withdrawal so that we may prepare the required paperwork.**
- **The parent/guardian must come to the Counseling Office to sign the Request for Withdrawal Form.**
- **ALL textbooks, Parent Student Handbook, library books, must be turned in prior to withdrawal.**
- **NOTE: Student/Parent Handbooks are property of the district and are issued to every student. A \$5.00 replacement fee will be assessed for handbooks lost or not returned to the campus.**
- **Any fines or fees must be paid in CASH ONLY.**
- **Students must be cleared by all offices.**

Direct any questions to the Lopez Counseling Office at (210) 481-4060.