

**PITT COUNTY SCHOOLS
DROPOUT REFERRAL FORM AND
GED / ADULT HIGH SCHOOL DIPLOMA PETITION**

Section A: Prioritized Referral

Check One:

- Pitt Community College
Highway 11 South
P.O. Drawer 7007
Greenville, NC 27835
(252) 493-7341
- Other (include Name, Address, Phone):

Circle Desired Program for Enrollment:

- GED
- Adult High School Diploma
- JobLink Career Center
- Basic Skills Program
- Other: _____

Referring School Person Completing Referral Phone Number

Section B: Student Information

Student's Full Name

Date of Birth Age Grade

Parent / Guardian Name(s)

Home Address

_____, NC _____

City Zip

Phone Number Date of Withdrawal

Reason for Withdrawal (Circle One):

- ACAD (Academic Problems) HEAL (Health Problems)
- ATTD (Attendance Problems) EXPL (Expulsion)
- CHLD (Childcare Needs) LTSU (Long-Term Suspension)
- DISC (Discipline Problems) HOME (Problems at Home)
- EMPL (Employment Necessary) PREG (Pregnancy)
- WORK (Choice of Work Over School) MARR (Marriage)

Section C: Appropriate Signatures

Signature of Principal

Signature of Director of Student Services
(Superintendent's Designee)

Notary (seal) Date

Commission Expiration Date County State

Parent / Guardian Signature
(not required if student is 18 years of age or older)

Signature of Student

White Copy – Parent

Yellow Copy – School File

Pink Copy – Student Services

DIRECTIONS FOR COMPLETING PETITION FORM

INSTRUCTIONS

In order to properly withdraw from Pitt County Schools and enroll in the desired program, the following steps must be taken:

Sections A & B: To be completed by the student's current school with the assistance of the parent / guardian. An official copy of the student's transcript should be provided to the parent / guardian or to the student (if 18 years old or older). For students enrolling in an Adult High School Diploma program, the transcript must remain official; therefore, it should remain unopened and given directly with this referral form to the desired program for enrollment by the parent / guardian / student.

Section C: The signature of the principal or, if unavailable, the assistant principal is necessary. No other part of Section C should be filled in at this point other than the principal's signature.

After Sections A & B have been completed by the student's current school, and the principal or assistant principal has signed section C:

1. This referral form should be taken immediately by the parent / guardian with the student to the Pitt County Schools' Central Office Building at 1717 West Fifth Street in Greenville, NC (# 830-4200). If the student is 18 years old or older, then the student is not required to have a parent / guardian accompany them, though it is strongly encouraged.
2. Take the elevator or stairs to the 4th floor so that this form may be signed by the Director of Student Services in room 414. If this person is unavailable, please check with the staff in room 410 or room 403 for further assistance.
3. After the Director of Student Services has signed this form, please report to room 410 so that this form can be notarized at no charge. If the notary is unavailable, see the 3rd floor receptionist so that he/she can notarize the form. It is at this point that the parent / guardian signature (unless the student is 18 years old or older), as well as the student signature, will need to be completed in Section C in the presence of the notary. Proper photo identification is required.
4. The school system staff member who notarizes the form will keep the pink and yellow copies and hand the completed white copy to the parent/guardian and student.
5. The parent/guardian and student must take the following items to the desired program for enrollment:
 - the completed white copy of the referral form
 - the unopened official transcript (only required for an Adult High School Diploma program)
 - the student's social security card
 - a form of picture identification (ID) for the student