



NINOS, Inc. Program Withdrawal Request

Directions:

When requesting a withdrawal from the program, complete all fields and submit the form to dc@ninosinc.org for processing.

Current Center (must be completed by Area Manager or Family Service Worker)			
Staff Name Completing Form (AM or FSW):	Child/Applicant's Name:	Applicant's CPID:	Program: <input type="checkbox"/> EHS <input type="checkbox"/> HS
Center:		Classroom ID:	
Family Service Coordinator:		Expected Last Day:	
Drop Reason (select only one)			
<input type="checkbox"/> Aged Out of Program (For EHS Children Transitioning) <input type="checkbox"/> Delivered Child, Child Subsequently Enrolled (For PG Moms) <input type="checkbox"/> Delivered Child, Child Did Not Subsequently Enroll (For PG Moms) <input type="checkbox"/> Enrolled in Charter/Private School <input type="checkbox"/> Enrolled in Daycare <input type="checkbox"/> Enrolled in Public School/Pre-K <input type="checkbox"/> Foster Care – Child Placed with New Foster Parents <input type="checkbox"/> Foster Care – Child Reunited with Family <input type="checkbox"/> Moved out of the Area (Detail in Drop Notes, if family is still in service area make every effort to re-enroll or transfer) <input type="checkbox"/> Moved out of the Service Area (Detail in Drop Notes) <input type="checkbox"/> No Longer Interested in Services (Detail in Drop Notes) <input type="checkbox"/> Not Able to Contact the Parent and Child is no Longer Showing Up to Class (Consult with Family Service Coordinator prior) <input type="checkbox"/> Not Satisfied with Services (Detail in Drop Notes) <input type="checkbox"/> Parent Concern – Not Ready for School <input type="checkbox"/> Transportation Issues <input type="checkbox"/> Other Reason: Detail in Drop Notes			
Drop Notes: _____			
Important Notes:			
A parent or guardian signature is required for any drop. If needed, a home visit must be conducted to obtain the signature. In cases where the parent or guardian refuses to sign, a detailed report must be completed on the second page explaining the circumstances and the reason for refusal. When a drop is related to attendance, staff must first consult with their Family Service Coordinator, ensure that an Attendance Improvement Plan has been created and attached to the drop form, and provide a detailed report on the second page of this form. If the parent or guardian's signature is unattainable, staff must consult with their Family Service Coordinator for proper documentation.			
Authorization			
Parent/Guardian Signature: _____ Date: _____			
Area Manger Signature: _____ Date: _____			
Administration Authorization			
1. Current Family Service Coordinator Reviewed and Approved Withdrawal.		Date:	Initials:
Withdrawal Completion (Completed by Data Compliance)			
Date Drop Processed on ChildPlus:	Official Last Date of Enrollment:	Data Compliance Initials on Completion:	

Additional Space for Notes: