



Accredited by the Western Association of Schools & Colleges  
**F.B. Leon Guerrero Middle School**

Building #533 Juan Jacinto Road  
 Yigo, Guam 96929  
 Tel: (671) 653-2080



Melissa D. Mafnas  
 Principal

Jon J.P. Fernandez  
 Superintendent of Education

**Withdrawal/Transfer Form Part – A**

Date of Request: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Withdrawal: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Reason for Withdrawal: \_\_\_\_\_

Transferring To: \_\_\_\_\_ New Home Address: \_\_\_\_\_

**CUMULATIVE RECORDS WILL BE SENT TO THE NEW SCHOOL UPON WRITTEN REQUEST  
 TO THE ADDRESS PROVIDED BELOW**

Administrators or registrars of recognized public or private schools may obtain a copy of the student's original record by writing to:

School: F.B. Leon Guerrero Middle School

Address: Building #533 Juan Jacinto Road

Yigo, Guam 96929

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_  
Last, First M.I. Last, First M.I.

Place of Employment: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Address: \_\_\_\_\_

Work Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Home Number: \_\_\_\_\_ Home Number: \_\_\_\_\_

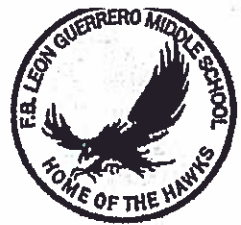
Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_



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## Withdrawal/Transfer Form Part – B

### POWERSCHOOL WITHDRAWAL CODES - (Check the code that applies):

	<b>W11 – TO GUAM PUBLIC SCHOOL:</b> Completed withdrawal and transfer process of a student from one Guam Public School to another Guam Public School (change of Residence, Parental Custody, GDOE Teacher privilege, etc.).
	<b>W12 – TO GUAM NON-PUBLIC SCHOOL:</b> Completed withdrawal and transfer process of a student into a Non-Public School on island (Private-Non-Profit, Charter School, and Department of Defense; but not limited to these).
	<b>W14* – VOLUNTARY WITHDRAWAL:</b> Completed withdrawal and transfer process of a student above the compulsory age (with parental permission) or 18 years of age. NOTE: Student who voluntarily withdraws should not be allowed to enroll
	<b>W15* – WITHDRAWAL – DOE POLICY 330 (INVOLUNTARY) FOR HIGH SCHOOL ONLY PURSUANT TO BP 330.</b> IV.: Completed, school initiated withdrawal process of a student above non-compulsory age with an accumulation of 25
	<b>W16 – NO SHOW AFTER ENROLLMENT:</b> Completed, school initiated withdrawal process of a student that is enrolled in
	<b>W18* – UNABLE TO COMPLETE W/IN 6 YEARS: FOR HIGH SCHOOL ONLY PURSUANT TO BP 330. III:</b> Completed, school initiated withdrawal process of a student who is unable to graduate within 6 years. NOTE: School must recommend that the student enroll in adult high school program.
	<b>W19 – OFF-ISLAND LOCATION:</b> Completed withdrawal and transfer process of a student re-locating off island whether he/she is a military dependent or civilian.
	<b>W21 – COMMITTED TO DEPT OF CORRECTION:</b> Completed withdrawal process of a student confined in the Department of Correction or the Guam Behavioral Health and Wellness Center.
	<b>W23 – TO HOME SCHOOL:</b> Completed withdrawal process of a student to attend Home School.
	<b>W24** – EXPULSION:</b> Completed, school initiated withdrawal process of a student that has been expelled from school after DAC Hearing.
	<b>W25 – GRADUATED (HIGH SCHOOL ONLY):</b> Completed, school initiated withdrawal process a student that has met all graduation requirements for the Department of Education as certified by the school administrator and confirmed by the Superintendent of Education on the day of commencement.
	<b>W26 – DECEASED STUDENT:</b> Completed, school initiated of a student that the school has confirmed after official notification of his/her death.
	<b>W27 – TO ALERNATIVE SCHOOL/SAGAN MANHOMLO’/RAYS OF HOPE:</b> Completed, school initiated withdrawal of a student into the Alternative School / Sagan Manhomlo’ (Drug and Alcohol Treatment)/ Rays of Hope, after the DAC Hearing.

Withdrawal Codes with \* must be submitted to the Deputy of Education Support and Community Learning for final approval before withdrawal is official.

Withdrawal Codes with \*\* must be submitted to The Superintendent who has five (5) working days to render a decision of approval or disapproval. If the Superintendent approves the expulsion, the school shall officially withdraw the student using code W24 in PowerSchool. All supporting documents shall be filed in the students discipline folder. The length of expulsion shall be determined by the Superintendent of Education in accordance with the standard operating procedure governing student conduct.