



Hawley ISD

WITHDRAWAL CHECKLIST

Student Name: _____

- 1. Does the student have any classroom equipment that needs to be returned?** (Examples: ipad, chromebook, classroom books that belong to the teacher.)

If yes, returned date:

- 2. Does the student have any library books currently checked out?** (Contact librarian to get a list of books)

If yes, returned date:

- 3. Does the student have any money on or owed to their lunch meal account?** (Contact GLADYS to get balance information.)

Account Balance: Refund or Donate (circle one)

If GLADYS is out of the office or unreachable, ask the parent the following questions and have them sign.

- If a positive balance is on my students account in the amount of \$_____ or less, then donate the funds to the school account that helps feed kids who do not have money.
- If a positive balance is on my students account in the amount of \$_____ or more, then please issue a refund check and mail it to the following address:
- If money is owed on my student's lunch account, please contact me at this phone number:

Parent Signature: _____ **Date:** _____