

**PEARL CITY HIGH SCHOOL
REGISTRAR'S OFFICE**

☆ REQUEST FOR RELEASE / TRANSFER TO ANOTHER SCHOOL

A student withdrawing from Pearl City High School must obtain a “**Request for Release**” form from the Registrar’s office. The completed form must be returned to the Registrar’s office at **least one week prior to the student’s last day.**

- Withdrawing students are given a clearance form which must be signed by each of the student’s teachers, the librarian, and the account clerk.
- All books/equipment must be returned and financial obligations cleared.
- A release packet (including unofficial transcripts, health record, etc.) will be given to the student to take to the new school.
- The student’s official school records will be sent to the receiving school upon request from the new school.
- Students transferring during the summer months should arrange for their release prior to the end of the school year.