



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
PACIFIC AREA OFFICE  
UNIT 35007  
APO AP 96376-5007

May 2, 2016

MEMORANDUM FOR SUPERINTENDENTS AND PRINCIPALS, DODEA  
PACIFIC

SUBJECT: Guidance on Accelerated Withdrawal for **SY 2016-2017**

This memorandum provides guidance on early withdrawal of students with full credit for the semester or year. In accordance with DoDEA Regulation 2095.01, "School Attendance," August 26, 2011, the Principal may authorize an accelerated withdrawal of a student who must withdraw from school 20 or less instructional days prior to the end of a semester. A student approved for an accelerated withdrawal program may not withdraw prior to the dates listed below and must attend the full school day prior to the withdrawal date.

SY 2016-2017 Accelerated Withdrawal Dates

- Semester 1: December 7, 2016
- Semester 2: May 18, 2017

An accelerated withdrawal must be approved in advance by the Principal. The parent or sponsor must present verification of the date required for the student to depart from the school (e.g., Permanent Change of Station (PCS) orders). Students must meet all of the conditions of an accelerated study program outlined by the student's teachers prior to withdrawal in order for final grades and credits (as applicable) to be assigned.

The provision for permitting the early withdrawal of students with full Carnegie credit was based on careful consideration of the unique circumstances found in the DoDEA system. It is recognized that due to military necessity, families are occasionally required to move prior to the end of the semester or school year, and children should not be penalized for this. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content. This provision was not intended for the convenience of family travel, visits, or other discretionary reasons. Students who withdraw prior to the 20-day limit receive "*grades to date*" rather than final grades. The gaining school is responsible for determining grade level placement and credits.

You should be confident of my complete support should you be questioned or challenged in the enforcement of this policy. A school procedure for parents and staff should be published or highlighted in school handbooks - especially at the high school level. Questions or concerns may be addressed to Dr. Charles Kelker, Chief of Staff.

Ms. Lois Rapp  
Director, DoDEA Pacific