

1. Any student participating in formal gifted services may withdraw at a parent/legal guardian's written request. *Withdrawal from Service* forms shall be available at the Gifted & Talented Division offices, from gifted staff throughout the District, and on the District web site. The form shall describe the procedures for submitting the withdrawal request.
2. If the request for withdrawal from service comes after the Friday prior to the first full week of September, at least two conferences shall be held prior to the withdrawal occurring. The first conference shall include a parent/guardian, the teacher(s) responsible for providing the service, and any others who may assist in the conversation. The conference shall include a discussion of the concern and a plan with appropriate classroom and home strategies to support the student's success. The second conference shall take place approximately two weeks after the first conference and shall include the attendees from the first conference and any others who may assist in the conversation. The conference shall include a review of the student's progress since the previous conference and effectiveness of strategies implemented. At that time, one of three outcomes may occur:
 - a. a support plan shall be revised with a follow up conference scheduled,
 - b. the student will continue in the service with a follow up conference scheduled only if needed again, or
 - c. or the parent may choose to withdraw the student from gifted services and submit a *Withdrawal from Service* form to the Gifted & Talented Division.
3. *Withdrawal from Service* requests are valid for the school year in which they are signed. Students may return to gifted services the following year provided a new Gifted Service Selection Form is returned by the deadline listed on said form.
4. Once a *Withdrawal from Service* request has been submitted, the student may not re-enroll in gifted services during the remainder of the school year in which the withdrawal form was submitted.

Gifted Services School Assignments

5. Any student attending a school due to assignment to reading or math gifted services by the Gifted & Talented Division shall provide a *Withdrawal from Service* form no later than the Friday prior to the first full week of September in order to return to the previously enrolled school (or catchment school if the current grade level is not offered in the previously enrolled school). If the *Withdrawal from Service* form is submitted after this date in accordance with the process described above, the student shall remain enrolled in the building for the remainder of the school year; however, the student's schedule shall be adjusted to instruct the student in general education reading and/or math classes. The student shall be transferred to his/her school of residence in the subsequent school year unless placement through Intra-District Enrollment Application ("Lottery") or a new gifted service placement is accepted.

Columbus Gifted Academy Assignments

6. Any student attending the Columbus Gifted Academy shall provide a *Withdrawal from Service* form no later than the Friday prior to the first full week of September in order to return to the primary enrollment school. If the *Withdrawal from Service* form is submitted after this date in accordance with the process described above, the student shall be transferred to his/her primary enrollment school of record, provided space is available, upon receipt of the signed withdrawal form by the Gifted & Talented Division and subsequent notification of the change in enrollment by the Division to Central Enrollment.
7. If space is not available at the time of withdrawal, the student shall be placed at an alternate overflow school for the remainder of the year. Parents may complete a *Request to Return to Home School* form as prescribed by the form and its accompanying guidelines. The student will then be considered for a transfer to their school of residence the following academic year. Such a transfer should be granted barring limitations based upon physical space or staffing ratios. Families may also choose to enroll in a new gifted service based on eligibility or submit an *Intra-District Open Enrollment* (“Lottery”) application.
8. Student cumulative folders are to be maintained at Columbus Gifted Academy. Should a student be withdrawn from the District, the student’s cumulative folder shall be returned to the school indicated by the primary enrollment at the time of withdrawal. Columbus Gifted Academy is responsible for initiating and processing the withdrawal of all students enrolled at Columbus Gifted Academy withdrawing from the district.
9. Notwithstanding any of the above deadlines, the cohort of students who entered Columbus Gifted Academy during the 2015-16 school year may provide a *Withdrawal from Service* form at any point during the 2015-16 school year provided that the form is received no later than the due date established by the District for the *Request to Return to Home School* forms.