



How to Withdraw from DeBakey

Hours for withdrawal: (8:30AM – 10:30 AM) & (12:30PM-1:30PM)

A parent/guardian is required to be present and must complete the checklist below. Adhering to the withdrawal hours listed above ensures that all parties responsible are present and able to assist you in this process. *Students are responsible for turning in materials that may belong to their teachers, such as books, notebooks, writing utensils, etc.* Students who check out of DeBakey HSHP can enroll in a private, charter, or their zoned school.

Magnet Office

Complete the "Intent to Withdraw" form and exit interview with [Mr. Thornhill](#).

Turn in Textbooks, Suite 300

Turn in all textbooks to [Mrs. Whiting](#). If you are missing a textbook or you have a severely damaged textbook, be prepared to pay its replacement cost (cash, money order/cashier's check only, NO personal checks or credit cards will be accepted).

Turn in Laptop

Turn in district issued laptop and its components to [Mr. Rivas](#). If you are missing your laptop or component, be prepared to pay replacement cost of each item (cash, money order/cashier's check only, NO personal checks or credit cards will be accepted). If your laptop is damaged you may be responsible if the damage is determined to be caused by negligence. Follow normal procedures to report a [lost or stolen](#) laptop. Please see Mr. Rivas in the Media/Tech room to inquire about your laptop issues a few days before the students' planned withdrawal.

Library

Turn in any library books and clear any outstanding fees with Mrs. [L. Hayes](#).

Registrar

*Meet with [Mrs. Seaton](#) to complete withdrawal forms and final checkout. **Make this your final stop.***