

Student Withdrawal/Transfer Procedures

If you plan to withdraw or transfer your child from Myron B. Thompson Academy, please follow the instructions below:

ELEMENTARY:

1. Parent/Guardian go to the following website to download and complete the **Intent to Exit Form** (IEF). <https://mbta.instructure.com/courses/2104/pages/elementary-forms>
2. Once completed, submit the IEF to the Elementary office staff via scanned email, snail mail, hand deliver, or fax (808-683-7062).
3. Return all school property to the Elementary Office. School property may include but is not limited to curriculum materials, school issued electronic devices and/or equipment, financial obligations, etc.
4. Release documents will be prepared and ready for distribution once all school property is returned and the IEF is given to the registrar's office.

SECONDARY:

1. Parent/Guardian go to the following website to download and complete the **Intent to Exit Form** (IEF). [FillableSecondaryExitFormV5_07132022.pdf \(mbta.me\)](#)
2. Once completed, submit the IEF to the registrar's office either in person, scanned email, snail mail, hand deliver, or fax (683-7062).
3. Return all school property, including but not limited to the school issued computer, power cord, books, and/or any hardware/software, to the technical department (Room 209/210). Neighbor island students- once your IEF is received, a shipping label will be sent to both parent's email addresses to ship back school items.
4. Release documents will be prepared and ready for distribution/pick up once all school property is returned.

*Intent to Exit forms will be processed within three working upon receipt.

Feel free to contact the Registrar's Office with any questions/concerns via email, mrsumiye@ethompson.org, or telephone, 808-441-8047.