



Student Withdrawal Process

1. Notify the School of Intent to Withdraw

To begin the withdrawal process, please notify the school using one of the following methods:

- Email: registrar@bmischool.org
- Handwritten note
- Online webform

Note: Verbal notifications will **not** be accepted.

Only a **parent or legal guardian** may initiate a withdrawal. A **valid government-issued photo ID** is required to complete the process.

2. Receive and Review the Withdrawal Packet

Once the school receives your notification, a **Withdrawal Packet** will be sent to the parent or guardian.

This packet includes:

- An **information sheet** outlining withdrawal policies and procedures
- A **Withdrawal Form** to be completed

The packet can be sent **electronically upon request**.

3. Complete and Submit the Withdrawal Form

Submit the completed Withdrawal Form to begin the process.

Important:

- **Submission of the form does not officially withdraw your student. It initiates the process.**
- Students must continue to attend school until enrolled at another school.
- A valid government-issued ID is required to finalize the withdrawal.

A **48-hour written notice** is required to allow time for records and documents to be prepared.

4. Return School Property

Before withdrawal is finalized, please return:

- Textbooks
- Chromebook and power cords
- Any other school property

5. Confirmation and Follow-Up

A school representative will contact the **authorized parent or guardian** to confirm withdrawal details.

If you have **not been contacted within 48 hours** of submitting your withdrawal notice, please reach out to the **Admissions and Enrollment Coordinator**.



Wonderland Inc.

Please also provide a **home forwarding address** for records.

The **Registrar** will notify the parent or guardian when the final withdrawal paperwork is ready for **pick-up**.

**BEATRICE MAYES
INSTITUTE**
A WONDERLAND INC. SCHOOL