

# PARENT INSTRUCTIONS TO WITHDRAW A CURRENT STUDENT ENROLLED IN MAYFIELD CITY SCHOOLS

- 1) Log into your **parent portal**. (If assistance is needed for login information, email [ichelp@mayfieldschools.org](mailto:ichelp@mayfieldschools.org))
- 2) Click on **MORE > Annual Update/Registration/Withdrawal**
- 3) Select the **WITHDRAWAL REQUEST** application
- 4) Verify your students are included and click **BEGIN WITHDRAWAL**. *If student does not show, or is marked NO for included in new app, please contact [ichelp@mayfieldschools.org](mailto:ichelp@mayfieldschools.org). **Only the legal residential parent may withdraw a current student.***
- 5) Type your **name** as shown in the provided box, then sign your **signature** using your mouse/cursor on the line.
- 6) Click **BEGIN**
- 7) **Primary Household tab**: **Verify** information (Phone & Address) > click **NEXT** after each section and then **SAVE/CONTINUE**
- 8) **Parent/Guardian tab**: Click **EDIT/REVIEW** and **review** information for all parents listed. (Demographics & Contact Information) > click **NEXT** after each section and then **SAVE/CONTINUE**
- 9) **Student tab**: Click **EDIT/REVIEW** and complete information for each student listed.
- 10) Answer the question **Yes/No** if you are **requesting to withdraw** the student currently listed. (If only withdrawing a specific student, mark NO for any others NOT being withdrawn.)
- 11) Complete the **Withdraw Information section** (all items on this section are required)
- 12) Continue with other sections (**Relationships**—Parent/Guardian, Relationships-Other Household, Health Services—Medications) > click **NEXT** after each section and then **SAVE/CONTINUE**
- 13) Read the **Release Agreement** and **sign** using your mouse/cursor
- 14) **Enter the date** application was completed
- 15) Click **SAVE/CONTINUE**
- 16) Review and click **SAVE/CONTINUE** again
- 17) Click **SUBMIT** (application will not be reviewed until you click SUBMIT)
- 18) An **email** will be sent acknowledging you have submitted a withdrawal request
- 19) Registrar will review and either approve or deny. If approved you will receive an email stating the withdraw has been approved and student will be removed from enrollment.
- 20) Staff will process request and send records to new school (if applicable)

**PLEASE NOTE:** Parent has **five (5) days** to register their child(ren) in the new school district/agency from the date the student has been unenrolled at Mayfield City Schools.

For additional assistance, contact our Registrar, Rachel Bell,  
at 440.995.7243 or via email at [rbell@mayfieldschools.org](mailto:rbell@mayfieldschools.org)

**ALL OUTSTANDING FEES MUST BE PAID**

**ALL BOOKS RETURNED**

**STUDENT CHROMEBOOK AND CHARGER (grades 2-12)  
MUST BE RETURNED IN WORKING CONDITION OR WILL BE CHARGED FOR THE DEVICE**