



DEPARTMENT OF  
**EXTENDED  
LEARNING**

## Discovery Link LETTER OF WITHDRAWAL



**DISCOVERY LINK**  
THE DPS AFTERSCHOOL PROGRAM

To withdraw from the Discovery Link program, a separate form must be completely filled out for each child five business days in advance. Each form must include your signature and the signature of an authorized staff member. Please turn this form in to your child care site whenever possible. We can also accept your withdrawal request via email at [discoverylink@dpsk12.org](mailto:discoverylink@dpsk12.org). **Please Note: If you choose to re-enroll your child there will be a \$35.00 reinstatement fee. We cannot guarantee that space will be available, and you will be placed at the end of a waitlist if one exists.**

Child's Name:	Today's Date:
Parent's Name:	
Site:	

Parent requested withdrawal date: \_\_\_\_\_  
(Minimum of 1 week notice is required)

Confirmed withdrawal date: \_\_\_\_\_  
(To be completed by Program Specialist or Ass't Site Coordinator)

<b>PROGRAMS</b> <i>(Check all that apply)</i>		
Early Risers	Kadoodles (Lincoln & Sandoval Only)	After School
Reason for Leaving:		

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature (Program Specialist or Ass't Site Coordinator)

\_\_\_\_\_  
Date