



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
PACIFIC AREA OFFICE
UNIT 35007
APO AP 96376-5007

August 1, 2012

MEMORANDUM FOR SUPERINTENDENTS AND PRINCIPALS, DODEA
PACIFIC

SUBJECT: Guidance on Accelerated Withdrawal for SY 2012-2013

This memorandum provides guidance on early withdrawal of students with full credit for the semester or year. DoDEA policy states that students withdrawing from school before the end of the semester may be granted credit for an accelerated study program, outlined by the teachers involved and approved in advance by the Principal, providing that the withdrawal date is no earlier than 20 school days before the end of the semester. Students meeting conditions of the accelerated program are to be granted semester grades and credits. The acceleration date for DoDEA Pacific first semester is December 12, 2012. The date for the second semester is May 15, 2013. While DoDEA policy on this issue is stated in the Administrators' Manual, questions have arisen regarding the applicability of this to family plans for vacation, as well as for withdrawal prior to the 20-day limit.

The provision for permitting the early withdrawal of students with full Carnegie credit was based on careful consideration of the unique circumstances found in the DoDEA system. It is recognized that due to military necessity, families are occasionally required to move prior to the end of the semester or school year, and children should not be penalized for this. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content. This provision was not intended for the convenience of family travel, visits, or other discretionary reasons. The policy requires that students present verification of the date of their sponsor's departure, i.e., Permanent Change of Station (PCS) or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit receive a "*withdrawal*" grade rather than a final grade.

You should be confident of my complete support should you be questioned or challenged in the enforcement of this policy. A school procedure for parents and staff should be published or highlighted in school handbooks - especially at the high school level. Questions or concerns may be addressed to Mr. Charles Kelker, Chief of Staff.

Martha H. Brown

Senior Civilian Leader, DoDEA Pacific