



January 27, 2016

Mr and Ms Michael Potestio
5035 SE Steele Street
Portland, Oregon 97206

RE: Luisa Fernanda Potestio
Grade: 11
Student ID: 171466

Dear Mr and Ms Michael Potestio,

We are sorry that Luisa will be leaving Central Catholic but we wish her the best at her new school.

In order to begin the withdrawal process including sending student records and resolving any payment or tuition issues, we need the enclosed form completed, signed, and returned to the Main Office.

Once your student has enrolled at a new school, the school should have you sign a *Records Release Form* or a *Request for Student Education Records* which authorizes Central Catholic to release and send all educational records for your student. The school will then forward this signed document to Central Catholic.

Sincerely,



Sherri Acton

Assistant Registrar

Enc: *Parental Permission For Withdrawal From School*