

FVCC ADULT EDUCATION
777 Grandview Drive
Kalispell, MT 59901
adulted@fvcc.edu | 406-756-3884

HIGH SCHOOL WITHDRAWAL LETTER REQUIREMENTS

In order for 16-, 17-, or 18-year-old students to enter an adult education program and have their HiSET or GED accounts unblocked, they must provide a letter indicating their withdrawal from high school.

Withdrawal documentation must be **an original letter on official school letterhead**, and include the following information:

- The student's legal first and last name (no nicknames)
- The student's date of birth
- The date the student was last enrolled in school
- A statement that includes the candidate "has been advised of in-school and alternative educational options"
- Signature of the school principal, vice principal, or counselor

*If a student has not attended school in Montana, **contact the local county superintendent** for this letter. The information above is still required, noting the student has never been enrolled.

Emailed, photocopied, unsigned, scanned, or faxed documents **will not be accepted from the student or their parent/guardian.

*****Schools or educational institutions may email withdrawal documentation** directly to the adult education program. Send letters to cball@fvcc.edu. Letters can also be mailed directly to the adult education program address listed above.