



Early Learning Executive Office:  
107 Tupelo Ave. SE  
Fort Walton Beach, Florida 32548  
Office: (850) 833-9330  
Fax: (850) 833-9344

## VPK Withdrawal/Termination Form

ATTN: VPK Coordinator

This is to inform you that the following child has withdrawn or has been terminated from our VPK program:

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Certificate #: \_\_\_\_\_ Class: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

\*\*\*Last day of attendance (must match attendance roster): \_\_\_\_\_

Reason for Withdrawal/Termination (check one):

- Loss of contact Moved out of the area
- Never Attended, No show Parent withdrew child
- Provider dropped child (behavior and/or attendance issues)\*

\*If "Provider dropped child" is indicated, a *brief explanation is required*:

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Name of VPK Provider's Center: \_\_\_\_\_

Provider's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**MAIL OR FAX THIS FORM TO:**

ELC of Okaloosa and Walton Co.  
Attn: Sharon Pierce  
107 Tupelo Ave.  
Fort Walton Beach, FL 32548  
Fax: 850-833-9337

For official use by ELC only:		
Date Received:	Date EFS updated:	EFS updated by: