

Oakwood Elementary School

525 South 400 East
Preston, ID 83263
208-852-2233 phone
208-852-7155 fax

School Hours/Bell Schedule

First bell - 8:00
School begins - 8:05

Recess 3rd - 10:00-10:15
Recess 5th - 10:15-10:30
Recess 4th - 10:30-10:45

Lunch 3rd - 11:25-12:05
Lunch 4th - 11:55-12:35
Lunch 5th - 12:25-1:05

Recess 3rd - 2:15-2:30
Recess 4th- 2:30-2:45
Recess 5th - 2:45-3:00

School Dismissed - 3:45

Oakwood Eagles SOAR!

Oakwood's Policies/Procedures

The following are policies for Oakwood Elementary. There may be instances that transpire that are not outlined in this handbook. If this occurs, procedures outlined in Preston School District's policy manual will be followed.

Accidents or Illness

Should an accident or illness involving your child occur, we will do everything possible to contact you or the person you designated to be called. In extreme emergencies the paramedics will be called. We will not send a child home during the school day unless the parents or your designee have been notified, and an adult comes to take the child home. This adult must be listed on the emergency form.

***It is extremely important that we have accurate and up-to-date telephone numbers on file in our office.**

Attendance

It is important for your child to be at school every day except in cases of illness or family emergency. Please call and inform our office if your child will not be attending that day. Good progress at school is a result of regular attendance. If you anticipate an extended absence for your child, please make his/her teacher aware of the situation. The School Board has established an attendance policy that states a student should attend school 90% of the time. Excessive absences may result in a court referral.

Please ensure your child is on time for school. A student entering class late not only impacts their own learning but also disrupts the flow of the classroom and impacts the entire community of learners.

Bicycles, Skateboards, Roller Blades/Skates

Bike racks are provided by the school. All bikes should be placed in bike racks and locked. Oakwood School is not liable for theft or vandalism. Students are to walk their bikes to and from the bike racks as they pass through the sidewalk and parking lot areas. Bicycles are not to be ridden on the playground during school hours. Skateboards and roller blades should not be brought to school.

Birthday Treats

Birthdays are special days and we want to be able to celebrate these with our students. However, please be sure to follow the following safety precautions:

- Please do not bring or send flowers or balloons to students unless you plan on picking your child up from school that day. They are not to be taken on the bus for safety reasons.
- Edible treats need to be "store bought" and individually wrapped.

Busses

Riding the bus is a privilege. Students are expected and required to behave properly while riding the bus and while at the bus stops. Misconduct could result in a loss of bussing privileges.

For the safety of students:

- 1) Only school employees and students will be allowed in the bus safety loading zone while students are loading and unloading.
- 2) If you are picking up your child, please make arrangements before your child leaves for school and arrive to pick him or her up by 3:40 p.m. Once students board the bus at 3:45, they will not be called off the bus. Please plan ahead.

Bus Passes

Preston School District provides transportation to and from the homes of the students for the purpose of education. **As a courtesy, the district will provide another stop, in addition to the home, for day care purposes only.** If additional day care is arranged by the parents at various locations or with various providers, parents will need to make arrangements to transport the students from school or home. In addition to the day care courtesy stop, the regularly scheduled home bus route driver will let students disembark the bus at an established stop before or after the regular home stop. The courtesy care provider stop and at a stop other than the home stop must be verified by the parents in writing and be on file at the students' school. With written notice from the parents, a bus pass will be issued to the student notifying the driver when that stop is needed.

Bullying

Bullying is not allowed. Bullying is defined as intentional, repeated hurtful acts, words or other behavior such as name-calling, threatening and/or shunning committed by one or more children against another. Bullying may be physical, verbal, or emotional in nature. The parents of any student found guilty of bullying will be notified and the student will be referred to the principal to determine the appropriate intervention strategy that should be implemented to address the behavior. If your student reports that he/she is being bullied, please report it to the office.

Cell Phones and Other Electronic Devices

Students are prohibited from using cell phones and/or electronic devices at all times during the school day unless approved by school administration. Smart watches may be worn by students but should not be used without permission from an adult at the school. Students may be asked to set the watch to "do not disturb" mode or turn off the device during instructional time. Electronic devices are not allowed during state testing.

The following is a list of consequences for violating this policy:

First Offense: The electronic device will be confiscated from the students. Parents may pick up the device from administration at the end of the school day. There will be a verbal agreement from the student that the cell phone will not be used during school hours.

Second Offense: The device will be confiscated from the students. When parents pick up the phone from school, a contract will be signed by the students and parent indicating that if there is a continued problem, it will be considered and treated as willful defiance/insubordination by the student.

Additional Offenses: The phone will be confiscated, parents notified and students will spend time in the refocus room.

Cheating

Cheating is not allowed. Students caught cheating will receive zero points for the assignment or test. Parents will be contacted and consequences will be the same as outlined in the discipline section.

Closed Campus

Students will not be allowed to leave the campus once they arrive. Students may be allowed to go home for lunch if parents have made arrangements with their child's teacher and the office. Parents taking students from school must sign them out at the office.

Computer Equipment and Use

Parents will need to sign a Computer Use Agreement before students will be allowed to use computers. This contract commits students to correct and appropriate use of computers. It also addresses network and internet usage and regulations. Any student who violates the terms of this contract or who willfully damages computer equipment or software programs will be denied computer privileges. They may also be liable for any necessary repairs to equipment or software.

Discipline

In order for learning to take place and for our students and staff to feel that school is a safe and supportive environment, we believe that accountability for choices made is very important.

For minor offenses (most often occurring in class or on the playground), teachers or other school personnel may enforce the following consequences. If it is a minor offense, teachers will conference with the parent before administrative intervention.

Students who are severely disruptive, use inappropriate words or unsafe actions, are a danger to themselves or others, or exhibit any other behavioral infractions as deemed serious behavior by school personnel, may have the following steps imposed. The following steps are in place once appropriate steps have been taken on the playground or at the classroom level. The student is then referred for administrative intervention. School administration will have the final decision for consequences for students referred for administrative intervention.

Step One- Warning

Step Two- Parental contact and recess detention

Step Three- In-school suspension (missing school does not negate time owed)

Step Four- Out of school suspension

Please note: Steps may be accelerated due to the seriousness of the infraction.

There may also be referrals to the school board for expulsion and/or to the court system depending on the seriousness of the infraction.

Distribution of Personal Invitations

Due to student privacy and safety considerations, we are not able to distribute personal invitations (such as birthday party invitations) through the school.

Dress Code

We support the idea that what a child wears to school may influence his/her behavior and attitude. For this reason, we have adopted the following dress code:

- Clothing shall be modest, clean, and in good repair. Clothing shall not expose tummy, abdomen, back or chest and should be of properly fitted size as to conceal undergarments at all times.
- Shoulders, midriff and back should be covered. Sleeveless shirts or tank tops are not allowed.
- Shorts and skirts should not show any skin above mid-thigh.

- Safe footwear is recommended. Please do not wear shoes without backs, or open-toed shoes. Flip flops are discouraged as they are not safe for P.E. or the playground.
- No distracting make-up, jewelry, clothing or hair.
- Hats are not to be worn inside.
- No bandannas are allowed.
- Distractive body ornaments, jewelry, or accessories are prohibited.
- Clothing or appearance which, in the judgment of the administration, draws undue attention and is disruptive to the educational process will not be accepted.
- Shirts, jackets, backpacks, or other articles containing inappropriate logos or slogans are prohibited.
- If students come to school out of compliance with this dress code, parents will be notified and requested to help bring students into compliance.
- Adherence to these dress and grooming standards as well as all other district dress standards as presently stated will be the responsibility of the student and his/her parents or guardian. District policy will be followed for noncompliance.
- Students should be dressed appropriately as indicated above except that other appropriate dress may be worn for special activities as approved by the principal.

Drug, Alcohol and Tobacco Use

Students will not use, possess, sell, buy or distribute drugs, including alcohol, tobacco, controlled substances, vaping, or related paraphernalia, on school premises. Students will follow school discipline procedures for violations.

Emergency Procedures

In the event of an area, school, or community emergency our policy is to retain the students as long as the building and conditions are safe. Should there be a major disaster, all teachers and staff members will remain at the school to care for the students until a safe release time.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Federal McKinney-Vento Homeless Assistance Act

Children who lack fixed, regular, and adequate housing have certain educational rights. Visit with the elementary principal or contact the Preston School District Homeless Education Liaison at 208-852-0283 to find out more

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school will correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- 3) School officials with legitimate educational interest;
- 4) Other schools to which a student is transferring;
- 5) Specified officials for audit or evaluation purposes;
- 6) Appropriate parties in connection with financial aid to a student;
- 7) Organizations conducting certain studies for or on behalf of the school;
- 8) Accrediting organizations;
- 9) To comply with a judicial order or lawfully issued subpoena;
- 10) Appropriate officials in cases of health and safety emergencies; and

11) State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Field Trips

Parents are asked to complete field trip permission information on the student enrollment form. When you complete the form indicating that permission is granted, your child may go on all field trips scheduled during the year. Details of the field trip are sent home before each field trip occurs. The school offers cafeteria prepared sack lunches for field trips. The price of these prepared lunches may be deducted from your child's lunch account.

Food

The following guidelines should be followed when bringing food into the classroom.

- Items should be items that do not need refrigeration
- Food items should be individually wrapped and store bought
- Red punch is not allowed in the building

Students are not allowed to chew gum at school.

Harassment/Intimidation

Harassment is not allowed. Harassment includes conduct whether verbal, written, graphic or physical relating to student's race, national origin, color, disability, or sex that is sufficiently severe, pervasive, or persistent. No student should be subjected to any unasked or unwelcome demeaning conduct.

Immunizations (Preston School District Policy #565)

All children entering Preschool and Kindergarten will be required to have a minimum of:

5 doses of DTP

4 doses of Polio

2 doses of MMR

3 doses of Hepatitis B

2 doses of Varicella

2 doses of Hepatitis A

or to have a valid medical, religious or personal exemption form on file.

Please remember an exemption is not valid if the parent has forgotten their child's immunization record. State law requires a parent, custodian, or guardian of any child who is to attend any public, private, or parochial school in Idaho to provide proof of required immunizations **before** attendance. Children who are not in compliance must be excluded.

Late Start

The district may choose to delay the start of school by two hours in case of bad weather or other emergencies. In this case, you will be notified through Alert Solutions of the late start. School will start at 10:00 am. Breakfast will not be served and students will miss first recess. The rest of the day will be as regularly scheduled.

Lost and Found

In order to help us return lost items to children, please label all coats, jackets, backpacks, and other items with your child's name. Place the name on the inside of the article so that it is not visible from the outside. All lost items will be placed in the lost and found area.

We have found a backpack to be helpful for children to keep items together. Please try to claim lost items as soon as the item is missing. Parents are invited to come to look through lost items and claim any that belong to their child. Unclaimed items will be given to a local charity.

Medication Administration Guideline

Students who require medication during the school day must coordinate with their doctor and the school nurse. A doctor's authorization form is available from the office and must be signed by the doctor, parents, and school nurse. A new authorization form is required at the beginning of each school year.

Parents must bring prescription medications to the school office in their original container, clearly labeled with the child's name and dosage instructions. A completed medication administration form must also be provided.

For safety reasons, please do not send any medication to school with your child.

Students who require inhalers, emergency epinephrine pens, diabetic medications, or supplies must have an emergency action plan. These plans are available from the district nurse and require signatures from the doctor, parent, and district nurse.

If a student needs assistance with over-the-counter medications, a medication administration form must be completed and signed by the parent and district nurse, including all necessary details.

Office staff responsible for administering medications will receive proper medication administration training. Our priority is to ensure safe, competent, accurate, and careful medication administration for all students.

Notification of Video Surveillance

To promote the safety of students, employees, and visitors, as well as the security of our facilities and equipment, Oakwood Elementary may conduct video surveillance of any portion of its premises at any time; the only exception being private areas of restrooms, and dressing rooms. Video cameras will be positioned in appropriate places within and around Oakwood and used in order to help promote the safety and security of people and property.

Questions about video surveillance in the workplace should be directed to school administration.

PBIS

Positive Behavior Interventions and Supports (PBIS) is a school-wide behavior system that outlines expectations for student behavior. Oakwood eagles SOAR as they learn to be safe, on-target, accountable and respectful.

Pets at School

Please keep family pets at home unless prior approval has been received by the principal and teacher. If pets are part of a student's show-and-tell presentation, the parent will need to accompany that pet and take it home immediately following the activity. Please contact the principal for permission prior to bringing them to the school. Also, please explain to children the importance of leaving animals at home so that we do not have stray animals here on our campus. If you have pets, please keep them in the house or fenced yard during periods when children walk to and from school. An Animal Control Officer will be called to remove any unattended animal from school.

Playground Rules

1. Play only in designated areas. Students may not play in the following areas:
 - a. The grass between two schools
 - b. The hill by the Pioneer
 - c. The dock by the lunch room (Walk across the dock.)
 - d. In front of either school or in the parking lot
 - e. In any area marked off by cones or tape
 - f. Retaining walls, sprinklers and fences
 - g. Next to Oakwood doors or windows.
2. Follow all instructions of the playground supervisors.
3. Fighting, name calling, swearing or foul language is not allowed.
4. Rollerblades, Wheelies and skateboards are not allowed on school property.
5. Students may not throw rocks, bark, sticks or snowballs. They should not put bark in the water fountains.
6. Students may play flag football, but not touch football. Flags are available from the playground supervisors.
7. Use playground equipment wisely. Balls and jump ropes cannot be used while on playground equipment. Students should use good judgment to prevent injury to themselves or others. Playground supervisors may ask you to stop doing something if it may hurt you or someone else.
8. Weapons of any kind are not allowed on the playground.
9. Lunches will be eaten in the cafeteria. Food is not allowed on the playground.
10. Students will not be allowed in the halls or classrooms during recess without the teacher's permission.
11. When the bell rings, students need to promptly return to class.
12. Gymnastics and backflips are not allowed on the ground or off of equipment.

13. Students need to keep hands and feet to themselves. Those playing tag or football should use one hand touch.
14. Tag should be played in the field and not on the playground equipment.

PTO

The Parent Teacher Organization (PTO) provides many services to the school and students. We are grateful for all they do. From time to time, you will see notes from the PTO asking for help with their projects. Please be generous with your time because these activities directly benefit our students. Parent participation and involvement is welcomed and invited. We are currently seeking volunteers who will serve as officers and committee members for the PTO. All interested parents are encouraged to contact Ms. Hamblin or email the PTO at prestonelementarypto@gmail.com

Recess

Children should arrive at school dressed for the weather of the day so they can safely and comfortably enjoy recesses. Recess supervisors are outside each recess. Children will be expected to go outside for recesses except in extreme weather conditions or red air days. In those extreme conditions the supervisors will bring all the children inside. If for some rare reason your child should not go outside at recess, please visit with the teacher.

School Breakfast/Lunch

A nutritious breakfast and lunch are available to all Oakwood students each school day. Breakfast is available from 7:40 - 8:00 am each morning in the cafeteria. The meals served at Oakwood meet or exceed the specific nutritional guidelines set forth by the federal government. Students are given several entries they may choose from daily, along with vegetables, bread, and fruit.

Student prices:

Breakfast - \$3.00 for full price, \$.30 for reduced or free for those who qualify.

Lunch - \$3.70 for full price, \$.40 for reduced or free for those who qualify.

An adult meal may be purchased for \$5.30 for lunch or \$4.00 for breakfast.

Preston School District is using Biometric Scanning to identify students for lunch. Food service employees scan unique points on the finger to create and store a digital code for that student that identifies the student as they come through the lunch line. In the same way that we protect your student's personal information in PowerSchool according to the Family Education Rights and Privacy Act (FERPA) we protect this information. If you have any

questions or do not want your child to participate in this program, please do not hesitate to contact Candy Longhurst, our Child Nutrition Supervisor, at 852-0280.

Search and Seizure Policy (Preston School District Policy #542)

In the interest of maintaining a safe and drug-free school, school officials may conduct random or "blanket" searches of student lockers, student belongings, desks, and the school parking lot. School officials will conduct the searches in a random and systematic manner that is minimally intrusive, and it is not required that reasonable suspicion exist.

At any time when the student is on school property or at a school-sponsored event, school officials may search the student's person or possessions (backpack, purse, etc.) if the school official has reasonable suspicion to believe that the student is in possession of illegal or contraband materials or is otherwise secreting evidence of a crime or violation of district policy.

Sick Child Guidelines

What signs should I watch for to see if my sick child should stay home from activities?

Ask yourself these questions:

* Does your child feel well enough to comfortably participate in the activities? A sick child who is lethargic, whiny, irritable, almost continuously crying, and/or requires constant attention would probably be happier resting at home.

* Did the doctor diagnose a contagious illness that should keep your sick child at home? Illnesses such as pink eye, scabies, head lice, impetigo, strep infection, whooping cough, and chickenpox are highly contagious. In this case, your child should remain home and separate from other children until the risk of passing on the illness has passed.

* It is important that parents enact the Golden Rule (do unto others as you would have them do unto you) in that if you wouldn't want your child playing with a sick child that exhibits certain illnesses, then the same holds true for them as well.

Student Check-Out Procedure

Parents must come to the school office to take their child out of class or school for any reason during the school day. We ask that parents not call to ask that their children be allowed to meet them outside or to walk home. We do this for the safety of your children and hope that you will understand and cooperate with us in this regard. Parents or designated adults must come into the school office to receive their children during the school day.

Title I

Oakwood Elementary School's Title I Program and assistance is offered to all students. Title I services help students be successful in school and demonstrate proficient or advanced levels of achievement. The school recognizes that in order for students to demonstrate academic success, the school needs to advocate for the involvement of parents and families in their children's education. The school desires to foster relationships between home, school, and the community which will enhance the education of students. Jointly we will review and update a parent involvement policy and parent compact, which outlines how the school staff, parents, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve high standards. The compact will provide a space for all parties to sign and date the document. Parents are invited to attend the annual Title I meeting held in the early fall to learn more about the program and services as well as share suggestions to make the school a better place. Other formal school meetings will be held in which parents can contribute ideas to make the school a better place. Look on Facebook or go to Oakwood's webpage (www.prestonidahoschools.org) for dates and times of those meetings that will help build dynamic home school partnerships. Parents are also welcome to contact school administration at any time to offer suggestions and insights. We believe that family involvement fosters positive attitudes, promotes good behavior, and encourages student achievement. As a result of this partnership, we feel the educational success of our students will be increased. Additionally, parents of a student attending a school receiving federal program funds may request the professional qualifications (college major, degree and license) of their child's classroom teacher. If that information is desired, parents should contact the school office to obtain it.

Title I Compact

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served to meet Pioneer's challenging academic standards.
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - Parent-teacher conferences, bi-annually, during which this compact shall be discussed as the compact relates to the individual child's achievement.
 - Frequent reports to parents on their children's progress.
- Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

- Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- Treat each child with dignity and respect.
- Strive to address the individual needs of the student.
- Acknowledge that parents are vital to the success of a child and school.
- Provide a safe, positive and healthy learning environment.
- Assure every student access to quality learning experiences.
- Assure that the school staff communicates clear expectations for performance to both students and parents.

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Supporting their child's learning.
- Participating, as appropriate, in decisions relating to the education of their child.
- Create a home atmosphere that supports learning.
- Send the student to school on time, well-fed, and well-rested on a regular basis.
- Attend school functions and conferences.
- Show respect for all members of the school community and school property.
- Review all school communications and respond promptly.

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- Get to school on time every day.
- Have a positive attitude toward school.
- Be responsible for completing homework on time.
- Be cooperative by carrying out the teacher's instructions and ask for help when needed.
- Do daily work that is neat and reflects the student's best effort.
- Be respectful to all school members and to school property.

TITLE IX

Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Preston School District prohibits discrimination based on sex, including discrimination in the form of sexual harassment and discrimination based on sexual orientation or gender identity, against any individual participating in any education program or activity of the district. This prohibition on discrimination applies to students, employees, and applicants for

employment. Reports of sex discrimination or sexual harassment should be made to the Title IX Coordinator or the Superintendent for the investigation and resolution of such complaints. Brady Garner, Federal Programs and Special Education Director, is the Preston School District #201 Coordinator for Title IX Educational Amendment of 1972.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to:

Dr. Brady Garner, Title IX Coordinator

525 South 4th East

Preston, Idaho 83263 208-852-2233 brady.garner@psd201.org

Gary Thomas, Superintendent

105 East 2nd South Preston, Idaho 83263 208-852-0283 gary.thomas@psd201.org

Dir. of Office for Civil Rights

Department of Education Washington, D.C

Toys

Toys are distracting to students and are not to be brought to school unless prior arrangements have been made with the classroom teacher. To avoid being lost or damaged, please do not allow your child to bring toys to school. These may include but are not limited to fidget spinners, Pokémon cards, action figures, etc. The school will not be responsible for lost or stolen items.

Volunteers

Often your child's teacher needs help for one-on-one tutoring, small group work, or help with field trips. Please consider these requests. You may want to arrange regular times each week. We encourage you to work with your child's teacher to make the best educational environment. There is a sign-in sheet in each classroom for volunteers to sign each time they come in to volunteer.

Weapons

Oakwood is committed to providing a safe environment for all students and staff. This commitment includes the prohibition of any weapons or other objects/substances which may pose a threat to the health and safety of other students, staff members or could be used to disrupt the educational process. Following Idaho Code, Oakwood is a Gun Free Zone.

Withdrawal or Transfer of Students

Should it become necessary to transfer your children to another school mid-year we ask that you alert the office one week ahead of time so that all necessary forms can be completed. Please check with the librarian to determine that all library books have been returned, and cafeteria staff to settle your lunchroom account. Most schools require a withdrawal form from your previous school before they admit your children. We will be happy to provide this form as you complete the withdrawal/transfer process.