

WITHDRAWAL NOTIFICATION AND CLEARANCE FORM

Parents: Please submit this form to the School campus reception office 15 days before last day of attendance.

Student:		
Form Class:	Year :	
<p>My child will be withdrawing from The New Zealand International School - Jakarta permanently.</p> <p> <input type="checkbox"/> we will leave Jakarta and move to another country / city in Indonesia <input type="checkbox"/> we will stay in Jakarta, but my children will attend another school <input type="checkbox"/> other _____ </p>		
Intended last day at NZIS (day/month/year):		
<p>Certificate of attendance (CoA) and transcripts *</p> <p> <input type="checkbox"/> Please issue CoA, unofficial transcripts on the last day of attendance. <input type="checkbox"/> Please issue CoA, official transcripts and records directly to the requesting school. </p>		
Parent's signature: _____		Date: ____ / ____ / ____
Forwarding Address (Parents):	Forwarding Address (School):	
<p>Library Clearance:</p> <p> <input type="checkbox"/> This student has returned all books <input type="checkbox"/> This student has not returned all books. (See library clearance attached) <input type="checkbox"/> This student has outstanding books to the value of: _____ </p>		
Signed Librarian:		
<p>Primary / Secondary (circle one) Clearance Reception:</p> <p> <input type="checkbox"/> This student does not owe any money for activities and clubs <input type="checkbox"/> This student has outstanding activity fees to the value of: _____ </p>		
Receptionist:		
<p>Fees Clearance:</p> <p> <input type="checkbox"/> This student has no outstanding fees <input type="checkbox"/> This student has outstanding (overdue) school fees to the value of: _____ </p>		
<p><small>* NOTE: In the case of financial delinquency, school policy prohibits class attendance and/or the release of grades, transcripts, or other records of attendance and performance.</small></p>		
Signed Finance Officer:		
Form Teacher:	Head of Campus:	Principal: