

Official Withdrawal Notification 2018-2019



Please return completed form to the VIS office **AT LEAST 10** working days prior to your child's last day at school.

Family name _____

Name of student _____ Grade _____

_____ Grade _____

_____ Grade _____

Last expected date at VIS _____

Why are you leaving VIS? Work transfer School transfer Other _____

Leaving Pack required Yes No

This includes: Certificate of Appreciation, Confirmation of Enrolment Letter and past two year's reports (available for students in G1 and above only).

Can you cite one thing that your child(ren) will especially miss about VIS?

Can you cite one thing that you, as a parent, will especially miss?

Name and location of new school
(if known) _____

Permanent family **EMAIL** address:
(for forwarding of outstanding
Reports) _____

Forwarding address (if known) _____

PLEASE NOTE

Your child's **LEAVING PACK** will be available for collection at the conclusion of his/her's last day of school from the Admissions Office, if required.

Two copies of school reports will be provided in the leaving pack. \$10 USD per copy will be charged for extra copies if required (All reports for 1 year = 1 copy).

STUDENT EMAIL ACCOUNTS (@ourvis) will be deactivated, 2 months after their leaving date.

CAMPUS CARD – Parents of students in EY to Grade 8 are to liaise directly with the Dragon Café to collect a refund for any monetary balances left on the student's campus card on their last day at VIS.

PARENTS & HOUSEHOLD STAFF ID CARDS – are to be handed to the guard upon leaving the school on the last day.

Parent Signature _____ Date _____

For office use only		Date Received:
	Staff Member	Signature
Leaving pack given		