Withdrawal / Clearance Form

International Community School (Singapore)
27A Jubilee Road, Singapore 128575
Tel. : +(65)-6776-7435
email: student.records@ics.edu.sg

A separate written notice needs to be sent (at least 14 days before withdrawal date) prior to the completion of this form.

Submit this withdrawal/clearance form to the ICS Main Office **on or before the student's last day of school.** The school reserves the right to withhold student's future transcripts/reports if prior clearance from the school has not been completed

Student's Name: _____ Grade: _____ Last Day of School: _____

Forwarding Address: _____

Authorization :

For Parent: I hereby authorize ICS to transfer all the school records of my child to the next school upon an official request from the school.

_____ _____
Parent's Signature *Date*

For Student: I understand that my school email account and data on the server will be deleted with immediate effect

_____ _____
Student's Signature *Date*

Step 1. Reason For Withdrawal
(please tick, as applicable)

❑	Moving Overseas
❑	Returning to Home Country
❑	Business Transfer
❑	Health Reasons
❑	Financial Reasons
❑	Family Emergency
❑	Transferring to another school in Singapore:
	❑ Home school ❑ Local School ❑ Another International School Name of school transferring to:
❑	Social or Cultural concerns
❑	School Facilities
❑	Location of Campus
❑	Extra-curricular Activities
❑	Teacher's Performance
❑	Academic Rigor
❑	Administrative Leadership
❑	Others: *(Pls. Specify)*

Step 2. Clearance From Classrooom
(Return Textbooks, School Materials and obtain the necessary Teacher/s signatures on this form)

Teacher	Subject	Grade To Date	Text-books Return	Comments

Step 3. Office Check-Out
(Please visit the various offices and get the necessary signatures)

			SIGNATURES
Accounting / Business Ofc.	❑	All Finances Cleared ?	
Library	❑	Library Books Returned / Fines Cleared ?	
Homeroom Teacher	❑	Locker Cleared?	
ICS Front Office	❑ ❑	Back Gate Key Returned? *(if any)* Student ID card Returned *(if still remaining in Singapore)*	
Student Records Office	❑	Student Pass Cancelled *(or Student Pass Holders only)*	

Optional: Please take this opportunity to provide any additional concerns, suggestions and comments you may have about the school. Feel free to share your experience on this form (use back page, if needed). All info will be kept confidential and will be viewed by relevant ICS officials only. Alternatively you may email to student.records@ics.edu.sg. Your input is most valuable to help ICS improve and plan better for the future. Thank you!

For Student Records Office Use

❑ Inform Principal/s	
❑ Update database with withdrawn date and inactivate student after quarter/semester	
❑ E-mail the IT Director of withdrawn student	
❑ Make copy of checklist for student file/File in Withdrawn Students Folder	
❑ Check STP cancellation status (If STP)	