

# Withdrawal / Clearance Form

**International Community School (Singapore)**

27A Jubilee Road, Singapore 128575

Tel. : +(65) 6776-7435

Fax: +(65)6776-7436

Website: www.ics.edu.sg

Email: info@ics.edu.sg



A separate written notice via email to info@ics.edu.sg or in letter form 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 **a week before the student's last day of school**. The school reserves the right to withhold the student's future transcripts/reports if prior clearance from the school has not been completed.

ICS is committed to maintaining the confidentiality of all information provided by you and undertakes not to divulge any personal information without your consent unless otherwise authorized by law and will not disclose any personal information to third parties for marketing purposes.

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.

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

Parent's Signature		Date	Student's Signature (MS & HS)		Date	
<b>Step 1. Reason For Withdrawal</b> (please tick, as applicable)			<b>Step 2. Clearance From Classroom</b> (Note: MS/HS students are responsible for returning ALL classroom materials, emptying their lockers, and getting their teachers' signatures for clearance.)			
<input type="checkbox"/>	Moving Overseas		Homeroom Teacher:		Locker Cleared? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Returning to Home Country		<b>Teacher</b>	<b>Subjects</b>	<b>Classroom Materials RETURNED</b>	<b>COMMENTS and/or SIGNATURES</b>
<input type="checkbox"/>	Health Reasons		Homeroom Teacher:			
<input type="checkbox"/>	Financial Reasons					
<input type="checkbox"/>	Family Emergency					
<input type="checkbox"/>	Transferring to another school in Singapore:					
<input type="checkbox"/>	Home school					
<input type="checkbox"/>	Local School					
<input type="checkbox"/>	Another International School					
Name of school:						
<input type="checkbox"/>	Social or Cultural concerns					
<input type="checkbox"/>	School Facilities					
<input type="checkbox"/>	Location of Campus					
<input type="checkbox"/>	Extra-curricular Activities					
<input type="checkbox"/>	Teacher's Performance					
<input type="checkbox"/>	Academic Rigor					
<input type="checkbox"/>	Administrative Leadership					
<input type="checkbox"/>	Others: (Pls. Specify)	Curriculum Director: Sarah Donovan		ALL Textbooks must be returned to Dr. Donovan.		
<b>Step 3. Office Check-Out</b> (Please visit the various offices and get the necessary signatures.)			<b>INITIAL</b>	<b>DATE</b>	<b>Optional for Parents</b>	
Accounting/Business Office	<input type="checkbox"/>	All Finances Cleared?			Please take this opportunity to provide concerns, suggestions and comments you may have about the school (use back page, if needed). All information will be kept confidential and will be viewed by relevant ICS officials only. Alternatively you may email to: <a href="mailto:info@ics.edu.sg">info@ics.edu.sg</a> . Your input is very valuable in helping ICS plan better for the future. Thank you!	
Registrar's Office	<input type="checkbox"/>	Fee Protection Insurance Cancelled?				
	<input type="checkbox"/>	Academic Records/Transcripts Archived?				
Library	<input type="checkbox"/>	Library Books Returned / Fines Cleared?				
Front Office	<input type="checkbox"/>	Student ID Card Returned?				
	<input type="checkbox"/>	Parent ID Card Returned?				
	<input type="checkbox"/>	Parking Sticker Returned?				
	<input type="checkbox"/>	Borrowed Items (if applicable) Returned?				
	<input type="checkbox"/>	Campus Card Account NOT negative?				
Note on the Campus Card REFUND: Students have 30 days from the last day of school to request a refund of the Campus Card balance. The request must be made in writing by email or letter. If a request is not received within 30 days, the campus card balance is forfeited.						
Facilities Manager	<input type="checkbox"/>	Back gate access cancelled?				
Admissions Office	<input type="checkbox"/>	Student Pass Cancelled & Status Checked? (for Student Pass Holders only)				
IT Office	<input type="checkbox"/>	Computer Devices & All Peripherals Returned? (G4 - G12) Note: Email accounts will be closed thirty (30) days after departure.				
First Aid Office	<input type="checkbox"/>	Medical equipment / medicines returned?				
Athletic Director	<input type="checkbox"/>	Sports uniforms returned?				
			<b>Withdrawal Form Completed:</b> <b>Name &amp; Signature by an ICS Officer:</b> _____ _____ <b>Date:</b> _____			

