

STUDENT EXIT CLEARANCE FORM

Student Instructions: Sadly, you are leaving ARIS. In order that we can provide you with the necessary transcript of results, testimonials and references, please ensure that you leave everything in good order. First, complete your personal details, then return to the staff member responsible all textbooks, library books, and any other materials/items belonging to ARIS. Finally, obtain the signatures required below, and submit the form to your Homeroom Teacher before departure.

Student details

Date dd/mm/yyyy:	/ /
(Print) Family Name / Given Name:	/
Homeroom:	
Name of Homeroom Teacher:	
Reason for leaving:	

Library Department (To be completed by Librarian)

The above-named student: Has no outstanding library books/materials/resources OR should be invoiced for the following outstanding library books/materials/resources. (Please list the lost/damaged items + Amount to be invoiced)	
Item	Amount (USD)
Signature of Librarian:	Date:

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Accounts Department (To be completed by the Accountant)

<p>The above-named student: Has no arrears in fees/outstanding financial liabilities (eg books/uniform) OR should be invoiced for the following: (Please list the items + Amount to be invoiced)</p>	
Item	Amount (USD)
<p>Signature of Accountant: _____ Date: _____</p>	

Homeroom Teacher (To be completed by the Teacher)

<p>The above-named student: Has given adequate notice of withdrawal from ARIS and has no outstanding responsibilities to the school, the teaching faculty or to his/her peers. There are no pending disciplinary issues and, having complied with all explicit obligations, the student is in good standing with the school OR the following responsibilities are pending:</p>	
<p>Signature of Homeroom Teacher: _____ Date: _____</p>	

Head of School (To be completed by the Head of School)

<p>In relation to the above-named student, the following should be on record:</p>	
<p>Signature of Head of School: _____ Date: _____</p>	