

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. The exit can take up to 10 business days.

Student details

Reason for Leaving <input type="radio"/> Financial <input type="radio"/> Leaving Country <input type="radio"/> Personal <input type="radio"/> Transferred, (must provide school name for transfer letter)	Reason for Leaving <input type="radio"/> Expelled <input type="radio"/> Sickness <input type="radio"/> Withdrawal <input type="radio"/> Graduated 😊 <input type="radio"/> Other _____
Surname:	Given name:
Academic Year:	Class/Year Group A B C
Semester 1 or 2	Future School Name:
Last day student will attend ARIS :	

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)

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)	
Item	Amount (USD)
Signature of Accountant: _____ Date: _____	

Homeroom Teacher (To be completed by the Teacher)

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:	
Signature of Homeroom Teacher: _____ Date: _____	

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

In relation to the above-named student, the following should be on record:	
Student has no IT Equipment in his/her possession	
Attendance: student has been absent _____ days, to date.	
Student qualifies for a : transfer letter / admission testimonial / recommendation letter	
Signature of Head of School:	Date:
Signature of Director:	Date: