



Nagoya International School Student Checkout Form

Secondary • DP/HS Diploma

Student Name _____

Grade _____

- **PARENTS:** This “Check-Out Form” must be completed by the student AFTER you have completed the online “Withdrawal Form”. If there are missing or damaged textbooks, library books, sports uniforms or IT items, or any unpaid fees or charges, the Business Office will issue an invoice and school records or transcripts will not be released until payment is confirmed.
- **STUDENTS:** In addition to obtaining signatures from each of your teachers, a signature from the Counselor, Athletic Director, Librarian, and the Business Office is needed before your homeroom teacher can give final clearance. You will not be able to get final/official transcripts and reports until settling any outstanding items and/or any outstanding billing is paid in full.
 - **Reimbursement for lost or damaged items:** If “Unacceptable” is checked for any item, you will be required to reimburse the school for the costs of repairing or replacing any items, using the form on the back of this sheet.
 - **Lockers:** Your homeroom teacher must also confirm that your locker is cleaned out

<u>Subject</u>	<u>Condition of Books/Materials</u>	<u>Teacher Signature</u>
• English	___ Satisfactory ___ Unacceptable	_____
• Math	___ Satisfactory ___ Unacceptable	_____
• Biology	___ Satisfactory ___ Unacceptable	_____
• Physics	___ Satisfactory ___ Unacceptable	_____
• Chemistry	___ Satisfactory ___ Unacceptable	_____
• Env. Systems & Societies	___ Satisfactory ___ Unacceptable	_____
• History	___ Satisfactory ___ Unacceptable	_____
• Economics	___ Satisfactory ___ Unacceptable	_____
• Art	___ Satisfactory ___ Unacceptable	_____
• Theater	___ Satisfactory ___ Unacceptable	_____
• Japanese	___ Satisfactory ___ Unacceptable	_____
• TOK	___ Satisfactory ___ Unacceptable	_____
• College Counselor (Gr 12 only)	___ Cialfo information updated	_____
• Library / IT	___ All books / items returned	_____
• Athletics / Activities	___ All uniforms / items returned	_____
• Business Office	___ All billing/charged paid in full	_____

Homeroom Teacher Clearance

- This student has **returned all books/items, cleared all payments, cleaned their locker,** and is **ready for final clearance**
- Student Locker# _____ Homeroom Teacher Signature _____

Final Clearance (Associate Principal)

- Signature of Associate Principal indicating final clearance
- Associate Principal Signature _____

Damaged or Lost Books/Equipment Form

STUDENTS: Take this form to the Business Office after getting teachers to complete information in the first two columns. The Business Office will calculate the total amount payable. After payment is confirmed by the Business Office, return this form to your homeroom teacher for final clearance.

To be completed by the teacher(s)		Business Office
SUBJECT / TEACHER	BOOK/ITEM	COST
		¥
		¥
		¥
		¥
		¥
Total Amount Payable:		¥

Payment Received

- This student has paid or made arrangements to pay the amount above.

Business Office Signature _____