



Nagoya International School

Student Checkout Form

Primary ELC + Elementary

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, 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.
 - **Reimbursement for lost or damaged items:** If "Unacceptable" is checked for any item, you will be responsible for reimbursing the school for the costs of repairing or replacing any items, using the form on the back of this sheet.
 - **Cubby/Locker:** Your child's homeroom teacher must also confirm that his/her cubby/locker is cleaned out
- **STUDENTS:** A signature from the Librarian, the Business Office and then your homeroom teacher is required before you can obtain final clearance from the Associate Principal.

Library Clearance

- This student has returned all books/items.

Library Signature _____

IT Clearance

- This student has returned all books/items.

Library Signature _____

Classroom Books/Materials Lost/Damaged

- This student has damaged or lost books/materials. The items and amount due needs to be calculated on the back.

Homeroom Teacher Signature _____

Homeroom Teacher Clearance

- This student has returned all books/items, cleared all payments, cleaned their cubby/locker, and is ready for final clearance

Homeroom Teacher Signature _____

Business Office Clearance

- This student has no outstanding bills or charges.

Business Office 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 _____