

NIS Transfer Procedures

Email indicating your intention to leave

As soon as you know you are leaving please email admissions@nanjing-school.com indicating your intention to leave, your last day at NIS and requesting any documentation that you may require.

Complete a Clearance Form

Collect a Clearance Form from Reception or download from website. <http://www.nischina.org/page.cfm?p=565>
Signatures are needed to show that all books, equipment and ID cards have been returned.

**Macbook clean up
Reference request**

Macbook G5-12 : restore Macbook at IT Department (takes up to 2 hours)

Relevant Counsellor
PS calevakelly@nanjing-school.com
MS LanceYuan@nanjing-school.com US Gretchengalatv@nanjing-school.com
Send request by email 2 weeks in advance

Download any Seesaw journals before leaving - all students

Refund of book deposit

Bring the completed Clearance Form to accounts office to apply for refund.

Collect transfer documents

On the last day, collect transfer documents at Centre Reception. School will only release transcripts or studentship letters if we have received your completed Clearance Form.

The school will provide three “chopped” originals of Transcript for G6 & above and Studentship letter from PreK - G5 as well as copy of the School Profile. **They are available on the last day of attendance if the student is leaving early.** Three working days notice is required for preparation of these documents.

School reports are available on Veracross for current school year- as designated in the school calendar. If you have lost your school report, please email Kasson Bratton : kassonbratton@nanjing-school.com and set up a meeting. **Replacement reports may be emailed within 3 working days. Once you have left school you will no longer have access to Veracross so make sure you have all reports before you leave.**

