



SAIGON SOUTH INTERNATIONAL SCHOOL

78 Nguyen Duc Canh Street, Tan Phong Ward, District 7, Ho Chi Minh City, Vietnam
T: (84-8) 5 413 0901 - F: (84-8) 5 413 0902 - E: info@ssis.edu.vn - W: www.ssis.edu.vn

Connecting Learning To Life

DEPARTURE NOTICE

Date:

Student's Name (Last, First)	Current Grade	SSIS Exit date (Month/Day/Year)

I have already informed my child(ren) about our leaving.

Reason for leaving (Please complete):

Repatriation

Relocation Name of next country:

Boarding school (studying abroad) Name of next school:

School Change (within Hochiminh City) Because of:
Curriculum Facilities Child(ren)'s academic results Tuition

Family reasons

Other Please specify:

Quantitative feedback for SSIS

(Please rate the following):

5 Outstanding 4 Good 3 Average 2 Unsatisfactory 1 Poor

Quality of academic instruction|.....|.....|.....|.....

Facilities|.....|.....|.....|.....

After school activity program/Athletics program|.....|.....|.....|.....

Support from teacher(s)/ school's administrators|.....|.....|.....|.....

Responsiveness of non teaching staff|.....|.....|.....|.....

Support from other parents|.....|.....|.....|.....

Satisfaction level after attended SSIS|.....|.....|.....|.....

Recommendations / suggestions to make SSIS better:

I would.....(please check one) SSIS to another family moving to Ho Chi Minh City.

- Strongly recommend
- Recommend
- Not recommend
- Strongly not recommend
- Have no comment.

.....
Parent's signature

WITHDRAWAL PROCESS

1. Giving Notice

Parents inform the school officially of their child(ren)'s intention to depart by filling out this Departure Notice and return it to Admission Office.

2. Preparing Clearances

MS and HS students get Withdrawal Form from Counselors and obtain signed clearances from the following:

- | | |
|--------------------------------------|---|
| 1. Teachers & Counselors & Principal | 4. Bus Coordinator |
| 2. Librarian | 5. Accounts Receivable Executive (for Tuition & Fees) |
| 3. Curriculum Assistant | 6. Cafeteria |

EC/ES students' Withdrawal Form will be done by EC/ES Administrative Assistant.

3. Preparing Withdrawal Packet

Students submit the completed Withdrawal Form to Admissions Office and SSIS prepares a Withdrawal Packet consisting of the following:

- | | |
|--|---|
| 1. Current Progress Report / Report Card | 3. Certificate of Attendance |
| 2. School Health Record | 4. An SSIS Transcript for SSIS High School Students |

4. Withdrawal Packet Release

On your child(ren)'s last day of school, please stop by Admissions Office to pick up the Withdrawal Packet.

Note: Please kindly inform Admission Office at least one week prior to the intended departure date should you have any special requirement regarding to the Withdrawal Packet.