

# Official Withdrawal Notification 2020-2021



Please return completed form to the VIS office **AT LEAST 10** working days prior to your child's last day at school.

Family name \_\_\_\_\_

Name of student \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

Last expected date at VIS \_\_\_\_\_

Why are you leaving VIS?  Work transfer  School transfer  Other \_\_\_\_\_

Leaving Pack required  Yes  No

*This includes: Certificate of Appreciation, Confirmation of Enrolment Letter and past two year's reports (available for students in G1 and above only).*

Can you cite one thing that your child(ren) will especially miss about VIS?

\_\_\_\_\_  
\_\_\_\_\_

Can you cite one thing that you, as a parent, will especially miss?

\_\_\_\_\_  
\_\_\_\_\_

Name and location of new school  
(if known) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Permanent family **EMAIL** address:  
(for forwarding of outstanding  
Reports) \_\_\_\_\_

\_\_\_\_\_

Forwarding address (if known) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## PLEASE NOTE

Your child's **LEAVING PACK** will be available for collection at the conclusion of his/her's last day of school from the Admissions Office, if required.

Two copies of school reports will be provided in the leaving pack. \$10 USD per copy will be charged for extra copies if required (All reports for 1 year = 1 copy).

**STUDENT EMAIL ACCOUNTS (@vislao)** will be deactivated after their leaving date. Parents will no longer have access to school systems, please download your reports before your child(ren)'s last day of school.

**CAMPUS CARD** – Parents of students in EY to Grade 8 are to liaise directly with the Dragon Café to collect a refund for any monetary balances left on the student's campus card on their last day at VIS.

**PARENTS & HOUSEHOLD STAFF ID CARDS** – are to be handed to the guard upon leaving the school on the last day.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

<i>For office use only</i>		Date Received:
	Staff Member	Signature
Leaving pack given		