

# NIS Leaving Procedures

There is an orange letter with a Parent Feedback Questionnaire and information on how to complete the leaving procedures, which we will send to you as soon as you notify us of your child/children's leaving plans.

Email your intention to leave

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

To contact Library

Ms. Angela Romero [angelaromero@Nanjing-school.com](mailto:angelaromero@Nanjing-school.com)  
Ms. Yu Lan [lanyu@nanjing-school.com](mailto:lanyu@nanjing-school.com)  
Tel: 025-85899111 \* 2001

To contact Chartwells

[chartwells@nanjing-school.com](mailto:chartwells@nanjing-school.com)  
Tel: 025-85899111 \* 3010

To contact IT (Gr5-12)

[it-help@nanjing-school.com](mailto:it-help@nanjing-school.com)  
Tel: 025-85899111 \* 1085

To contact Finance Dept.

Ms. Julia Zhang [juliazhang@nanjing-school.com](mailto:juliazhang@nanjing-school.com)  
Ms. Koko Pan [kokopan@nanjing-school.com](mailto:kokopan@nanjing-school.com)  
Tel: 025-85899111 \* 1045 / 1052

To contact Reception for Transcripts

Ms. Annie Wang [anniewang@nanjing-school.com](mailto:anniewang@nanjing-school.com)  
Ms. Shanshan Chen [shanshanchen@nanjing-school.com](mailto:shanshanchen@nanjing-school.com)  
Tel: 025-85899111 \* 0

Students who leave on or before 14th December 2020 will not get a report.

**School reports** are available on Veracross as designated in the school calendar. If you have lost your school report, please email Kasson Bratton: [kassonbratton@nanjing-school.com](mailto:kassonbratton@nanjing-school.com)

**Chop on School reports** - students or parents can organise via [samanthazou@nanjing-school.com](mailto:samanthazou@nanjing-school.com)

**Chop on extra transcript copies (Gr6-12)** – contact [samanthazou@nanjing-school.com](mailto:samanthazou@nanjing-school.com) or visit her in person