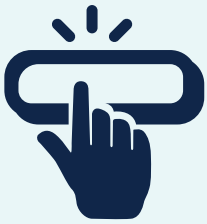


# STUDENT WITHDRAWAL CHECKLIST

As your child prepares to leave SCIS, please note the checklist of required steps below:



## 1) **Submit Withdrawal Notification Form Online**

This form is required as the official statement of withdrawal

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## 2) **Complete Exit Checklists before Final Day of School**

Upper School Secretaries will provide US student exit checklist

Lower School Secretaries & Teachers will complete LS student exit checklist

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## 3) **Collect Final School Reports from ManageBac & Enrollment Certificate from Admissions** (if required)



Scan the QR Code to access the Withdrawal Notification Form Online and begin the withdrawal process