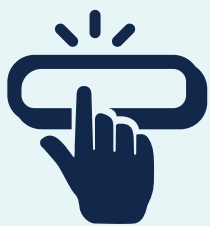


# STUDENT WITHDRAWAL CHECKLIST

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



## 1) Submit Withdrawal Notification Email

If you would like to withdraw from SCIS, please send a formal email to our school registrar at [registrar@scis-china.org](mailto:registrar@scis-china.org)

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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 Toddler & Enrollment Certificate from Admissions (if required)