



KUNMING INTERNATIONAL ACADEMY SECONDARY STUDENT WITHDRAWAL SLIP

Part I. Completed by Parent (complete & submit to the school office 2 weeks before withdrawal)

Student's Name:	Date of Birth: DD:_____MM:_____YY: _____
Grade:	Homeroom Teacher:
Reason for withdrawal:	
Last day student will attend class:	
Forwarding address:	E-mail:
Parent's Signature:	Date:

NOTE: To request school records, please complete a School Records Request Form and submit to the appropriate Guidance Counselor. Allow 2 weeks for school records to be processed.

*After submission and administrative follow-up, the form will be returned to the student.
The student will be responsible to get the withdrawal slip
completed by the teachers & appropriate school personnel.*

Part II. Completed by School Personnel (student takes form to teachers)

Teachers signatures indicate the student is cleared and owes no fines (lost book, damaged book), fees, etc.

Subject (please write in each class below)	Grade To Date	(Check if textbook is returned in expected condition, and indicate if any fees are owed)		Teacher's Signature
		Textbook Collected	Fees Owning	
Period 1:				
Period 2:				
Period 3:				
Period 4:				
Period 5:				
Period 6:				
Period 7:				

Part III. Completed by School Personnel (student takes form to Office Assistant)

Locker	Completed	Fees Owning	Signature
Locker Cleaned Out			
Lock Returned			

Part IV. Completed by School Personnel (student takes form to persons listed below)

Signatures below indicate that there are no outstanding fees. Form should be left with the Business Manager when completed.

Librarian _____	Date _____
Principal _____	Date _____
Business Manager _____	Date _____

****Final school records will not be released until withdrawal has been completed.****