Nanjing International School
南京国际学校

PART 1

Clearance Form for Parents and Students Grade 6 - 10

Dear Parents,
Before leaving NIS, all parts of this clearance form must be completed in order to release school records, reports or deposits if applicable. This page is to be completed by parents and the next two pages by students. One form per student.

STUDENT NAME:

_____ _____ _____
LAST FIRST GRADE

Last day student will attend is __ __ __ __ __ __ __ __
MONTH DAY YEAR

PARENTS' NAMES

_____ _____ _____
LAST FIRST EMAIL

_____ _____ _____
LAST FIRST EMAIL

Forwarding address with zip code & telephone contact in capital letters so that important documents can be sent on. No PO box numbers please.

_____

_____

Telephone number + country code: _____

Parent's signature: _____

Please take this form to the Library if you have taken out books or DVD's and check there are none left on your account. ☐

We would appreciate your comments about your family's time here at NIS. All comments will be read and given careful consideration as we continue to improve our school.

If you would like Admissions to follow up within 6 months to find out how your child/ren have settled into their new school or college, please tick here. ☐

Thank you!

Once all sides of this form have been completed, return it to Reception or Admissions Office.

An Inclusive Learning Community

Xue Heng Lu 8
Xian Lin College and University Town
Qi Xia District, Nanjing P.R.China 210046
中国南京市栖霞区仙林大学城学衡路8号 210046
Tel. / 电话: + 86 25 8589 9111
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WWW.NANJING-SCHOOL.COM

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PART 2

Clearance Form : Students Grade 6-10

All students need to complete this part of the form on departure. Without a completed form, school will not be able to release school records, reports or deposits if applicable.

STUDENT NAME (in Capitals):

_____ _____ _____
LAST FIRST GRADE

Last day in school __ __ __ __ __ __ __ __
MONTH DAY YEAR

Student email (non school) if known: _____

We would appreciate your comments about your time here at NIS? If you would like us to follow up and find out how you are doing in 6 months, please tick the box?
(Attach a separate sheet if you would like) ☐

_____

_____

_____

_____

_____

If you would like to be a member of a future Alumni Group, please tick the box?

☐

Return this completed form to Reception or Admissions Office before leaving.

_____

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Subject/Department	Teacher/Person Responsible	Signature
English		
ECSS		
German / Korean		
Mandarin		
French / Spanish		
Humanities		
Science G6,7 & 8		
Biology G9 &10		
Chemistry G9 & 10		
Physics G9 & 10		
Maths		
Visual Arts / Music / Drama		
Visual Arts / Music / Drama		
Design		
Athletics		
Chartwells - food provider		
*ICT - see note below		
Advisor		
Library		
Head of Middle School / Upper School		
Financial Controller	Julia Zhang	
Return ID Badge	Reception	

** Computers must be imaged before this part of the form can be signed out.*
This process removes school settings and software.
Your machine must be fully backed up beforehand.

Oct 17

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