



# Notice of Withdrawal

Please fill out and hand in to Main Office

Name of student: \_\_\_\_\_ Grade: \_\_\_\_\_

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## Reason for withdrawal:

- ☐ Overseas move Please specify country: \_\_\_\_\_
- ☐ Different school in Curaçao

Date of last day of school: \_\_\_\_\_

## Students' new school information:

Name of student: \_\_\_\_\_ School name and address: \_\_\_\_\_

Name of student: \_\_\_\_\_ School name and address: \_\_\_\_\_

Name of student: \_\_\_\_\_ School name and address: \_\_\_\_\_

## Parents' forwarding address:

Parent last name: \_\_\_\_\_ Parent first name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone : \_\_\_\_\_ Cellular: \_\_\_\_\_

- Note:**
1. Upcoming withdrawals are not held confidential from our staff
  2. Parents should contact the Accounts Manager as soon as possible to settle accounts
  3. Allow two weeks' notice for school records and transcripts

Parents' signature: \_\_\_\_\_ Date: \_\_\_\_\_

## For office use only

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Parent account settled / Accounts Mgr. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| School books returned / Principal      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Library books returned / Librarian     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Admissions will send notice to: Teachers, Director, Principal, Account Manager, School Office, Librarian, IT Coordinator