

Clearance Form for Parents and Guardians: Grade 11-12 (Part One)

Dear Parents and Guardians,

Before leaving NIS, all parts of this clearance form must be completed in order to release school documents. This includes transcripts, student records, reports and deposits that might be applicable.

Part One is to be completed by parents, and Part Two by students. There is one form per student.

STUDENT NAME (BLOCK LETTERS):

MONTH	YEAR OMPLETE IN B	
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Please take this form to the Library if you have taken out books or AV materials and check there are none left on your account.



Xue Heng Lu 8 Xian Lin College and University Town Qi Xia District, Nanjing P.R. China 210023 中国南京市栖霞区仙林大学城学衡路 8 号 210023 Tel./ 电话: +86 25 8589 9111 Fax./ 传真: +86 25 8589 9222 www.nischina.org



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 both sides of this form have been completed, please return it to Reception in the Centre Foyer or the Admissions Office.



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Clearance Form: Grade 11 and 12 students (Part Two)



All students need to complete this form on departure from NIS. Without a completed form, the school will be unable to release school records, reports, transcripts or deposits as applicable.

STUDENT NAME (BLOCK LETTERS):

LAST

FIRST

GRADE

My last day at NIS will be:

DAY MONTH YEAR

We would appreciate your comments about your experience here at NIS. All comments will be read and given careful consideration as we continue to improve our school. If you need more space, attach another sheet of paper.

Would you like to be a member of the NIS Alumni Group? If so, please tick the box

Thank you!

Once both sides of this form have been completed, please return it to Mrs. Galaty - she is the final stop to collect the 'Senior Pack' of essential information.



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Clearance Form: School Signatures

Please obtain the signatures of the teachers / people responsible below. You will not be cleared for departure until you have received all signatures. By signing below, the teachers / people responsible in acknowledge that you have returned all textbooks, materials and technology; paid any money owed the school or had any deposits returned.

**Laptops must also be re-imaged before Mr. Barder can sign off on his section. This process removes school settings and software. Backing up your machine is your responsibility; all programs will be wiped from the computer.

SUBJECT / AREA	TEACHER / PERSON RESPONSIBLE	SIGNATURE
English A or B	Creme / Lenk / Moen	
German A / Korean A	Fox / Hwangbo	
Mandarin A or B	Chen / Wang / Zhang	
Biology	Mello / Newman / Winstanley	
Chemistry	Hornell	
Physics	Lietz	
Business & Management	Romero	
Geography	Beck (Ms.)	
History	Beck (Ms.)	
Pamoja Studies	Ham	
Mathematics	Beck (Mr.) / Chesterman / Galaty / Law	
Theatre	Philip	
Visual Arts	Krajczar	
Theory of Knowledge	Creme / Galaty / Mello / Seigneur	
CAS	Yuen	
Activities Office	Clarke	
Chartwells - food	Zhang	
**Laptops	Barder	
11 – 12 Advisor	Beck (Mr.) / Creme / Chesterman / Fox / Lenk / Mello / Moen / Wang / Zhang	
Library	Romero	
Financial Controller	Julia Zhang (Centre office, first floor)	
Head of Upper School	Ham	
Return of ID Badge	Annie or Shanshan at Reception	
Counselling Office	Galaty	



京国际学校

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