Nanjing International School
南京国际学校

PART 1

Clearance Form for Parents of Children from PreK to Grade 5

Dear Parents,
Before leaving NIS, both parts of this clearance form must be completed in order to release school records, reports or deposits if applicable. This page to be completed by parents and the next page by students (if appropriate) with help from teachers. 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 & telephone contact (if possible) in capital letters so that important documents can be sent on. No PO Box please.

_____

_____

Telephone No. + country code: _____

Parent's signature: _____

Please take this form to the Library if you have taken books or DVDs and to 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 service.

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, return it to Reception or Admissions Office.

_____

Dec 17

An Inclusive Learning Community

Xue Heng Lu 8
Xian Lin College and University Town
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PART 2

Clearance Form : Students PreK-G5

All students must have this form completed before leaving. 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

Subject/Department	Teacher/Person Responsible	Signature
Chartwells		
Return ID Badge	Reception	
Music - Grades 4 only		
Information Technology **	Joe Barder	
Library		
Homeroom Teacher		
Head of Primary		
Financial Controller	Julia Zhang	

** For Grade 5 COMPUTERS MUST be **imaged.** This process removes school settings and software. Your machine must be fully backed up beforehand as all programs will be wiped off. When completed, this form can be signed by Joe Barder

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

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