



## KUNMING INTERNATIONAL ACADEMY SECONDARY STUDENT WITHDRAWAL SLIP

**Part I. Completed by Parent** (Please sign and forward form to the school office for further processing)

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 :
<b>Parent's Signature :</b>	<b>Date :</b>

**Part II. Completed by School Personnel**

Grades/progress for student at the date of withdrawal indicated as :

	an average to-date-of-withdrawal and recorded below
	an attachment of the student's last progress/report card
	an attachment of the student's progress written in a narrative form

*Teachers - your signature below indicates the student is cleared and owes no fines (lost book, damaged book), fees, etc.*

Subject	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	
Mathematics				
Reading				
Spelling				
Language *				
Social Studies				
Science				
Handwriting				
Art				
Music				
Physical Education				
Chinese				
English Language Development				

\* Includes English grammar, composition, and oral language. N/A means not applicable.

Once the form has been completed by all teachers, please circulate the form to the following personnel in the order listed.

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