

STUDENT EXIT FORM



For Parent to fill (Mandatory)

Student information:

Student Full Name: _____
Class: _____

Today's Date: _____
Academic Year: 20 ___ / 20 ___

Parent information:

Parent Full Name: _____
Parent Signature: _____
Informing adate: _____

Telephone No.: _____
Email: _____
Last Attending Date: _____

Reason of Leaving the school:

Transfer to school in Doha Yes No
Travelling Yes No

School Name: _____
Acceptance Letter Provided: Yes No

Others (Please clarify): _____

For Accounting Use Only

Form Handed by: Admissions Department

Name: _____ Signature: _____ Date: _____

Form Received by: Accounts Department

Name: _____ Signature: _____ Date: _____

PE Equipment's (Any Damage) Yes No Amount _____
Name: _____ Signature: _____ Date: _____
More Information: _____

Library Books (Any Damage) Yes No Amount _____
Name: _____ Signature: _____ Date: _____
More Information: _____

ICT (Any Damage - Electronic Device) Yes No Amount _____
Name: _____ Signature: _____ Date: _____
More Information: _____

Outstanding clearance Yes No Amount _____
Name: _____ Signature: _____ Date: _____
More Information: _____

Has to be blocked on NSIS Yes No
Name: _____ Signature: _____ Date: _____

Any Refund Yes No Amount _____

Parent informed Yes No Date: _____

Remarks: _____

For Registrar's Use Only

NSIS Block Done: Yes No
Name: _____ Signature: _____ Date: _____

NSIS Unblock Made: Yes No
Name: _____ Signature: _____ Date: _____

NSIS Transfer done Yes No
Name: _____ Signature: _____ Date: _____

Remarks: _____
