



KUNMING INTERNATIONAL ACADEMY ELEMENTARY 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 :

Parent's Signature :

Date :

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 _____