

International School Bangkok  
**Business office**  
 Notice of Withdrawal from School

Date: \_\_\_\_\_

Name of parent: \_\_\_\_\_

Forwarding mailing address: \_\_\_\_\_

Company name: \_\_\_\_\_ Forwarding email address: \_\_\_\_\_

Forwarding telephone number: \_\_\_\_\_ Forwarding fax number: \_\_\_\_\_

I wish to withdraw my children from school. Their last day of attendance will be on \_\_\_\_\_

ID. No. (for office use)	Children last name/ first name	School (ES, MS, HS)	Grade

We are withdrawing our children because:

- Job transfer
- Leaving Thailand for other reasons
- Transferring to another school in Thailand. Which school? \_\_\_\_\_
- Graduation
- Other \_\_\_\_\_

\_\_\_\_\_  
 Signature of Parent/Guardian

This is a single copy form and is available at the Business Office and School Principal's Office. It must be forwarded to the **Business Office** immediately where photocopies will be made and distributed.

**\*\*Remark\*\***: If your child (ren) is leaving the school and you have privately paid for Assessment/ Capital Fee Certificate(s), you may wish to initiate a Sale or Transfer of the Certificate.

Please bring your original Assessment/ Capital Certificate(s) to the Business Office to initiate a "Transfer" or a "Sale".

Copies to: School of Attendance: Elementary School/ Middle School/ High School  
 Admissions Office