



International School Bangkok

Business Office

Notice of Withdrawal from School 2018-2019

Date: _____

Name of parent: _____

Forwarding mailing address: _____

Company Name: _____ Forwarding contact number: _____

Forwarding email address: _____

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

ID. No. (for office use)	Children lastname/ firstname	School (pls circle)	Grade
		ES MS HS	
		ES MS HS	
		ES MS HS	
		ES MS HS	

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 Business Office, Schools. It must be forwarded to the **Business Office** and **School (s)** immediately.

****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/ Admission Office

Update August 2018