[insert name of school] **SCHOOL STUDENT CLEARANCE FORM**

[insert logo]

**This form must be duly completed and returned to the Head Teacher prior to departure from** [insert name of school]**. A signature from an authorized officer certifies that the exiting student has complied with all requirements including the return of school property and payment of fees.**

Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_ Adm. No. \_\_\_\_\_\_\_

Contact Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for clearance (Withdrawal/Expulsion/Completion): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | **Class Teacher** | **Cleared Not Cleared** |
| Remarks: | Charge Kes. |
| Name/Signature: | Date: |
|  | **Library** | **Cleared Not Cleared** |
| Remarks: | Charge Kes. |
| Name/Signature: | Date: |
|  | **Student Welfare Office** | **Cleared Not Cleared** |
| Remarks: | Charge Kes. |
| Name/Signature: | Date: |
|  | **Student Finance Office** | **Cleared Not Cleared** |
| Total charges 1 to 4 and outstanding Fees | Charge Kes. |
| Name/Signature: | Date: |
|  | **Alumni Office** | **Cleared Not Cleared** |
| Remarks | Charge Kes. |
| Officer Name/Sign | Date: |

The above-mentioned student is hereby cleared from all liabilities and requirements and is subsequently officially withdrawn from [insert name of school].

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Class Teacher Head Teacher/Deputy Head Teacher**

***NB:*** *Original Form to be placed in student’s file and a copy given to the student.*

**INSTRUCTIONS:** [insert name of school] **CLEARANCE PROCESS**

|  |  |
| --- | --- |
| **OFFICE** | **RESPONSIBILITY** |
| Class Teacher | Check that student has covered all obligations required for class and academic programs. |
| Library Department | Confirm that the student does not owe money for the School Textbook program and has returned all allocated books in good condition as well as any other library’s information/material(s). |
| Student Welfare | Ensure all obligations have been duly executed and materials returned (includes games, clubs, academic, social, and disciplinary matters, Student Governing Council, and Class Secretary ID returns). |
| Finance | Ensure all financial obligations have been met and that the form has been signed by all authorized officers. |
| Alumni Office | Check for complete clearance by all divisions and record current personal contacts of the student and alternative forwarding address (includes name and address of home/new School*(where applicable),* contact person, telephone, e-mail) and receive any School ID (where applicable) on completion. |