



**SAIGON SOUTH INTERNATIONAL SCHOOL**  
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Ho Chi Minh City, Vietnam  
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## DEPARTURE NOTICE

Date.....

My name is ..... I am the parent of  
*(Name of the parent)*  
..... who is a grade .....  
*(Name of the student)*  
student at SSIS.

I would like to inform Saigon South International School that my son/daughter  
will leave SSIS on ..... because.....  
*(date)*  
.....

Please prepare all the required records for my son/daughter to exit SSIS.  
Thank you.

\_\_\_\_\_  
Parent's signature

**These are the steps we need to follow at SSIS when students leave.**

**ONE: Giving Notice**

Parents inform the school officially of their son or daughter's intention to depart from SSIS.

**TWO: Preparing Withdrawal Packet**

SSIS prepares *Withdrawal Packet* consisting of ...

- Report Cards.
- Health Information.
- Attendance Record(s)
- Copies of Transcripts from Previous Schools.
- Test Results.
- An SSIS Transcript for SSIS High School Students

**THREE: Preparing Clearances**

Students obtain signed clearances from the...

- Teachers
- Librarian
- Office

**FOUR: School Records Release**

SSIS issues *Withdrawal Packet* to parents.