



SAIGON SOUTH INTERNATIONAL SCHOOL

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Connecting Learning To Life

DEPARTURE NOTICE

Date:

Student's Name (Last, First)	Current Grade	SSIS Exit date (Month/Day/Year)

Reason for leaving (Please complete):

- Repatriation
- Relocation *Name of next country:*
- Boarding school (studying abroad) *Name of next school:*
- School Change (within Hochiminh City) *Because of:*
 Curriculum Facilities Child(ren)'s academic results Tuition
- Family reasons
- Other *Please specify:*

Quantitative feedback for SSIS

(Please rate the following):

5 Outstanding 4 Good 3 Average 2 Unsatisfactory 1 Poor

Quality of academic instruction
Facilities
After school activity program/Athletics program
Support from teacher(s)/ school's administrators
Responsiveness of non teaching staff
Support from other parents
Satisfaction level after attended SSIS

Recommendations / suggestions to make SSIS better:

I would.....(please check one) SSIS to another family moving to Ho Chi Minh City.

- Strongly recommend
- Recommend
- Not recommend
- Strongly not recommend
- Have no comment.

.....
Parent's signature

WITHDRAWAL PROCESS

1. Giving Notice

Parents inform the school officially of their child(ren)'s intention to depart by filling out this Departure Notice and return it to Admission Office.

2. Preparing Clearances

MS and HS students get Withdrawal Form from Counselors and obtain signed clearances from the following:

- | | |
|--------------------------------------|---|
| 1. Teachers & Counselors & Principal | 4. Bus Coordinator |
| 2. Librarian | 5. Accounts Receivable Executive (for Tuition & Fees) |
| 3. Curriculum Assistant | 6. Cafeteria |

EC/ES students' Withdrawal Form will be done by EC/ES Administrative Assistant.

3. Preparing Withdrawal Packet

Students submit the completed Withdrawal Form to Admissions Office and SSIS prepares a Withdrawal Packet consisting of the following:

- | | |
|--|---|
| 1. Current Progress Report / Report Card | 3. Certificate of Attendance |
| 2. School Health Record | 4. An SSIS Transcript for SSIS High School Students |

4. Withdrawal Packet Release

On your child(ren)'s last day of school, please stop by Admissions Office to pick up the Withdrawal Packet.

Note: Please kindly inform Admission Office at least one week prior to the intended departure date should you have any special requirement regarding to the Withdrawal Packet.