



Notice of leaving

Dear Registrar,

Please be advised that my child/children will be leaving school:

Name: _____

Class: _____

Last day in school: _____

Reason for leaving: _____

Leaving documentation required: (please tick ONE of the below)

- Leaving certificate only
- Attested leaving certificate

If you require an attested leaving certificate you MUST provide the following for each child:

1. A copy of the last school report received
2. A copy of the offer letter from the New school
3. Multiple exit/re-entry visa OR the Final exit visa.

Please note, we will issue one copy of the last full school report or transcript.
If you require copies of previous year reports, please print them from BISAK Parent Portal before your leaving date.

There will be an administration fee of 100 SAR for subsequent copies of reports/leaving certificates, regardless of reason.

The minimum notification for leaving documentation is 10 working days.

No documents will be released by the school until the pupil/family is financially clear.

Please refer to our leaving policy on the school website (www.bisak.org) select admissions and then Exit procedure.

Print name: _____

Signed: _____

Date: _____

Relationship to pupil: _____