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, The MoE will no longer attest a leaving certificate.
- ☐ Attested last full academic school report,
  OR
- ☐ Attested school transcript covering the grades that the pupil received during their academic years in Senior School and Sixth Form. (This does not include their final exam grades.)
  - ❖ *An attested transcript is not an option for Preparatory School pupils.*
  - ❖ The MoE will only attest one, either the last full academic year report or transcript.

If you require an attested school report or transcript you MUST provide the following for each child:

1. A copy of the offer letter from the new school.
2. Multiple or Single exit/re-entry visa valid for 3 months OR the Final exit visa.

Please note, we will issue one copy of the **last** full school report.
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 250 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 which includes all tuition & examination fees.

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: _____