



# CEBU INTERNATIONAL SCHOOL

Pit – os, Cebu City, Philippines 6000  
www.cis.edu.ph  
Tel. No. 261-0247  
Connecting ALL Departments

## NOTICE OF STUDENT’S WITHDRAWAL FORM

\_\_\_\_\_ Date

**For: The Principal/Superintendent**

**Attention: The School Registrar**

Please be informed that my child/children shall be withdrawn from CIS and that his/her/their last day of school would be on \_\_\_\_\_:

Name of Student	Grade Level
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Likewise, please know our reason/s of withdrawing our child/dren from school: *(tick one or more if applicable)*

- family moving out from Cebu
- transfer of parent’s employment assignment
- transferring to other international school
- transferring to another school overseas
- financial/foreign exchange
- program inappropriate for the student
- moving to college
- enrollment to local school
- health reasons
- dissatisfied (discipline)
- dissatisfied (academic)
- other reason/s, please specify: \_\_\_\_\_

May we then request \_\_\_\_\_ copy/copies of my child/children’s school records and forward  
(number of copies)  
to school to be attended next or to our home address.

Forwarding address of school to be attended next  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent’s Name & Signature  
Parent’s forwarding address/contact information  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:**

- School Records (one set free) otherwise you pay for additional copies and courier charges
- The student/s must have completed the **SCHOOL CLEARANCE**, paid for additional sets of school records and courier charges before the Registrar can release/forward them to address indicated above.