

Student's name: \_\_\_\_\_

Grade: \_\_\_\_\_

Class teacher: \_\_\_\_\_

\_\_\_\_\_  
New postal address

\_\_\_\_\_  
New e-mail address

\_\_\_\_\_  
Name of the new school

\_\_\_\_\_  
Address of the new school

\_\_\_\_\_  
Name of the new school's contact person

\_\_\_\_\_  
E-mail address of the new school

**Requirements:**

Each student leaving the school is required to get a school clearance. Kindly request the different signatories stated below to sign after complying with the following:

Particulars	Signatory	Signature
1) Returned textbooks to the school	Classroom Teacher	
2) Returned borrowed library books	School Librarian	
3) Settled all bills incurred from the canteen	Purchasing Officer	
4) Settled all bills incurred from the School Boutique	Boutique Personnel	
5) Settled all other fees (Tuition fee, etc.)	Accounting	
6) Returned E.I.S. ID to the GESM Secretariat	GESM Secretariat	

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The above-mentioned student is hereby cleared from all liabilities and requirements and is hereby officially withdrawn from the German School Manila.

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**Classroom Teacher**

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**Giuseppe Violante - Administrator**

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**Wolfgang Kollecker - Head of School**