

# The Gulf English School

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Postal Address: PO Box - 2440

Doha, Qatar



# مدرسة الخليج الإنجليزية

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البريد الإلكتروني: info@gulfenglishschool.com

الموقع الإلكتروني: www.gulfenglishschool.com

عنوان البريد: ص.ب - 2440

الدوحة، قطر

Learners Today..Leaders Tomorrow

## STUDENT WITHDRAWAL FORM PRIMARY SCHOOL

Name: \_\_\_\_\_ Admin No. \_\_\_\_\_ Last day: \_\_\_\_\_

This is to inform the school of my intention to take my son/daughter out of the Gulf English School for the following reason/s:

	هذا الطلب لإعلام المدرسة عن نية انسحاب ابني/ابنتي من مدرسة الخليج الانجليزية للأسباب التالية:
Please tick one of the following reasons:	الرجاء وضع علامة أمام أحد الأسباب التالية:
Moving my child to an Arabic School.	نقل ابني/ابنتي لمدرسة عربية
Moving my child to other English School.	نقل ابني/ابنتي لمدرسة انجليزية أخرى
Name of the School:	أسم المدرسة المنتقل إليها:
Leaving the country.	الانتقال للعيش خارج قطر
Other reasons. (Please explain)	أسباب أخرى. (الرجاء التوضيح)
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ACTION	RESPONSIBLE	INITIALS/DATE
All school books/materials returned to classroom teacher	Classroom Teacher	
All library books returned <i>*indicate missing books on back</i>	Librarian	
Student account removed from network and Firefly	MIS Office	
Tuition & fees accounts have been cleared	Accounts Office	
All ID cards returned and student noted as "withdrawn" in database	Registrar	

E-mail Address: \_\_\_\_\_

I hereby give consent for The Gulf English School to release the records of my child.

I fully acknowledge that the school records are kept for 4 years from date of withdrawal.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Missing Library Books:	
Missing Reading Books:	
Missing textbooks:	
Missing textbooks:	
Missing textbooks:	

\*300QR fee for all missing/damaged books (primary school)

\*\* (Attach copy ***Paid/Returned*** receipt)

Important:

- ◆ All accounts need to be cleared before official records will be released
- ◆ All textbooks, library books, school equipment must be returned before official records will be released.
- ◆ The student will be given academic records for his/her next school