



School Clearance Form

Student's name: _____

Grade: _____

Class teacher: _____

New postal address

New email address

Name of the new school

Address of the new school

Name of the new school's contact person

Email 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	School Librarian	
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	

The above-mentioned student is hereby cleared from all liabilities and requirements and is hereby officially withdrawn from the German European School Manila.

Classroom Teacher

Matthias Pucklitzsch – Administrator

Astrid Martínez López – Head of School

Once all of the above items have been cleared and signed:

- 1) A copy of the report card will be archived to the student's file
- 2) Report card will be handed over on the last day of school by the classroom teacher