



## Withdrawal Procedure for Students Leaving ISM

For those students who will be withdrawing from International School Manila this year the following procedure applies:

Parents are obliged to **officially** inform the School in writing through a **WITHDRAWAL NOTIFICATION FORM**, **before the last Friday of April**, if their children will not be returning to ISM.

The Withdrawal Notification Form can be obtained from the Admissions Office or directly from the ISM website under [Admission](#) > [Re-Enrollment & Withdrawal](#) > [For ALL Withdrawals](#)

STEP 1: Return the **Withdrawal Notification Form** to the Admission Office or scanned and e-mailed as an attachment to [admissions@ismanila.org](mailto:admissions@ismanila.org).

- Upon receipt of the Withdrawal Notification Form by the Admissions Office, a copy will be forwarded to the appropriate School Office and the Finance Office for their action.
- The School Office, upon receipt of the Withdrawal Notification Form, will initiate the student clearance procedure which requires a Middle or High School student to have the **Student Clearance Slip** signed by the indicated teachers and offices for clearance. For Elementary students, the Elementary Office will handle the withdrawal clearance for them.
- Note that school transcripts and records will be available from the particular school office approximately 15-working days after the child's last day of attendance at ISM. **Please coordinate directly with the particular school office if you require other arrangements.**
  - **ES Counseling Office** - 8840-8455, [escounseling@ismanila.org](mailto:escounseling@ismanila.org)
  - **MS Counseling Office** - 8840-8555, [mscounseling@ismanila.org](mailto:mscounseling@ismanila.org)
  - **HS Counseling Office** - 8840-8655, [hscounseling@ismanila.org](mailto:hscounseling@ismanila.org)
- ISM issued Google Accounts and Learning Platforms will be disabled 90 days (3 months) after your child's last day of attendance. Assistance may be sought via your child's divisional IT Coordinator or via this link: <https://connect.ismanila.org/transitioning-from-ism>

STEP 2: If required, and when completed, the **Student Clearance Slip** must be taken to the Cashier's Office. Only after the Cashier has received and signed the completed clearance form will the child's transcript or school records be released from the Elementary, Middle or High School Office. Please note that one copy of the transcript is provided free of charge, additional copies cost P100 each, payable at the Cashier's Office before release. **Please coordinate directly with the particular school office if you require more than one copy of your child's school records.**

Please allow the withdrawal process to go smoothly by starting the process early. Thank you for your help and understanding.

If you will be withdrawing before the end of the school year and wish to receive your child's YEARBOOK please submit the appropriate form to the division office. The forms are available through the web site: Admission > Re-Enrollment & Withdrawal

1. Elementary School Yearbook: **ALAALA**
2. Middle School Yearbook: **SALINLAHI**
3. High School Yearbook: **KAWAYAN**

We hope that your child has had a successful and enriching stay at International School Manila and we wish you and your family the very best in the future. If you have any suggestions or comments about your experience at ISM, please do not hesitate to contact us.

Sincerely,

**Sarah Houston**

Director of Admissions

[admissions@ismanila.org](mailto:admissions@ismanila.org)