International School Manila
High School Department

Name of Student:_____ Grade Level: _____

The student whose name appears above is withdrawing from International School Manila.
Please print your name and sign in the space below to indicate that the student has been cleared of any obligations or fees due to your department.

****Please note that the Cashier's Clearance is the final step and is required for any transcript or enrollment certification to be released to the student/parent.**

Department	Location	Signature
Teachers:	Classroom	
High School Counselor	VSH Counseling Center	
IB Office	VSH Counseling Center	
High School Office	High School Office	
Fine Arts Office	FA Office, Level 1	
ATAC Office	ATAC Office, Level 2	
HS Library	HSMC, Level 3	
Textbook Center	Level 4	
IT Office	IT Office, Level 4	
Audio Visual Center	IT Office, Level 4	
Security Office	HS Plaza Level	
Cashier's office	HS Plaza level	

Upon completion, the above–mentioned student is hereby cleared from all liabilities and requirements and is officially withdrawn from International School Manila.

* You are invited to apply for an Alumni ID at our Alumni office at the Plaza Level, Room P085

Mr. Elmer Esguerra

Cashier Supervisor