

Note: Please turn in this form at least 3 weeks before your student's last school day to ensure that you are able to pick up the complete school record on the last day at the registrar office.

Date of Request:	Expected last day:	Semester / Academic Year:
Reason for leaving: <input type="checkbox"/> Missionary home assignment (furlough) <input type="checkbox"/> Sickness (medical report required)		

STUDENT INFORMATION

Full Name:	Student ID:	Grade:
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PARENTS / GUARDIAN INFORMATION

Full Name:	Phone:	
Address:		
Email:	Facebook:	Line/Wechat:

Principal:	Notes
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Section 1: Return item check

- Middle & High School students - ask teachers and staff to complete the following and sign where indicated.
 - Elementary School Students - Homeroom Teacher will assist in completing this section.
- ⇒ After completing this section, please submit the form to the Executive Assistant at the Registrar Office.

School supply officer Locker(s) (only for MS/HS)		Librarian Book(s)	
IT Dept. IT equipment (only for MS/HS)		Head of PE Dept. Sport equipments	
Music Teacher Music Instruments		Yearbook to be received?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 2: For Executive assistant

Finance Department Debt check		Superintendent	
School Director		Registrar Documents	

IMPORTANT:
<ul style="list-style-type: none"> • Please note that during this temporary leave, your CMIS enrollment status will be suspended until you return. It will be canceled if you fail to return for the following semester. • If you plan to leave the country, please cancel your student visa. • For more information / questions, please contact the Registrar office at registrar@cmis.ac.th

Parent Signature		Date	
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