

To: The Principal

**Palm View Primary School**

**LEAVING MAINSTREAM SCHOOL**

I wish to inform the school that my child/ward will be leaving the school

Name of child/ward	Class	Birth cert/Fin No	Citizenship

Last day in school: \_\_\_\_\_(dd/mm/yyyy)

Reason for leaving:

I would like to collect the following documents from the school on the last day of school (please tick where relevant):

School Leaving Certificate  Others (please specify)\_\_\_\_\_

Report book \_\_\_\_\_

I undertake to settle all outstanding bills for my child's/ward's enrichment programme, school fees and return all library books/items borrowed from the school by the last day in school.

Thank you for your kind attention.

Yours faithfully

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Relationship to child: \_\_\_\_\_ Contact no: \_\_\_\_\_

**For school use:**

\_\_\_\_\_  
Form Teacher's acknowledgement & Date

\_\_\_\_\_  
Principal's acknowledgement & Date

School stamp: