WITHDRAWAL FORM

Should your circumstances change and you plan to leave ISA, please notify us as far in advance as possible. Even if you do not have a definite date for leaving the school, it helps our office to have advance notice.

Non-Corporate fee payers are obliged to provide 60 days written notice of withdrawal, sent for the attention of the Head of School with a copy to the ISA Business Office.

Please complete the Withdrawal Form below as well as a few short survey questions on a separate form that should take no more than five minutes of your time. ISA is dedicated to continuous improvement and the survey has been designed to give us a more in-depth understanding as to the reason for withdrawal from ISA. We welcome all comments about your experience with ISA and would be grateful if you would share insights from your time with us to help us ensure we continue to build a stronger community. Your participation in this survey will remain anonymous.

We thank you for taking the time to provide valuable feedback that will help us to better serve and understand the needs of our school community.

On completion, please send by email to either: Elementary School - Mary Rayne: mrayne@isa.aberdeen.sch.uk
Middle/High School - Alison Yesildag: ayesildag@isa.aberdeen.sch.uk

Please Note: ***All personal data is stored and processed in line with the ISA Privacy Notice, which can be obtained from the ISA website or by contacting the school.***

FAMILY NAME:		**WITHDRAWAL DATE** (or estimated if not confirmed):
STUDENT'S NAME:		**GRADE:**
RECEIVING SCHOOL: (NAME & ADDRESS)		
STUDENT'S NAME:		**GRADE:**
RECEIVING SCHOOL: (NAME & ADDRESS)		
STUDENT'S NAME:		**GRADE:**
RECEIVING SCHOOL: (NAME & ADDRESS)		
STUDENT'S NAME:		**GRADE:**
RECEIVING SCHOOL: (NAME & ADDRESS)		
COMPANY:		
FAMILY FORWARDING ADDRESS: (if new address is unknown, please supply an alternative e.g. relative/friend)		
EMAIL ADDRESS:		

PARENT SIGNATURE (permission to release records):	**DATE:**