



# QSI Bratislava Withdrawal Form

Submit to Main School Office, Room 112,

School Registrar:

Ms. Petra Duchonova,

tel.: 0904 671 432

email: [petra-duchonova@svk.qsi.org](mailto:petra-duchonova@svk.qsi.org)

## TO BE COMPLETED BY PARENTS:

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_

DOB (MM/DD/YYYY): \_\_\_\_\_ Nationality: \_\_\_\_\_ Year Level: \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_

Withdrawal Date - Last Day of School (MM/DD/YY): \_\_\_\_\_

Student's New Home Address: \_\_\_\_\_

Name of New School: \_\_\_\_\_

QSI will provide the student's parent/legal guardian with a physical copy of the signed and stamped Withdrawal Package, which includes: **confirmation of registration, final school report(s) and academic calendar(s) for each school year completed, and a copy of the school profile.** QSI Bratislava can provide up to 3 packages free of charge, any additional packages will be charged 5 Eur per each package. How many copies do you request? \_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

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## TO BE COMPLETED BY SCHOOL:

### **Library Materials Returned (Ms. Pejic, Library)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Finances cleared (Ms. Alena Ryszkiewicz, 116)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Final Clearance and QMS Withdrawal (School Registrar, Ms. Duchonova, 112)**

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|---|--------|
| ● Reception: Attendance, Bus, Lunch Registration List Updated         | YES/NO |
| ● Communications: Mailing List and Parent Info Updated                | YES/NO |
| ● Elementary Activities/After-School Activities/Music Lessons Updated | YES/NO |
| ● Athletics: Uniforms Returned (if applicable)                        | YES/NO |
| ● Marketing: ID Card Disabled   | YES/NO |
| ● Teachers have completed all QMS Sessions and Results                | YES/NO |
| ● Removed from SMS Blast List and Scholarship Students/Email List     | YES/NO |
| ● Student was Withdrawn in QMS database                               | YES/NO |

Registrar Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

Notes: \_\_\_\_\_