



STAFFORD SRI LANKAN SCHOOL DOHA

Student Leaving Request Form

Student's Full Name:			
Admission No.:		Joining Date:	
Date of Birth:		Nationality:	
Last Year Class:	____	Present Class:	____
Student's QID No.:			
Student's Passport No.:			
Parent's Full Name:			Parent's Contact No:
E-mail Address*:			

Request Type:

Leaving Certificate
 Teacher Recommendation
 Principal's Recommendation/Character Certificate
 Transcript

Reason:	<input type="checkbox"/> Leaving the Country	<input type="checkbox"/> Changing the School (Within Qatar)	<input type="checkbox"/> Higher Education	<input type="checkbox"/> Other
Subjects:				
Achievements / Extra Curricular Activites:				

Note:

1. Attach a copy of the valid QID and Passport of your child.
2. Kindly note that the process will take a minimum of 5 working days.
3. Kindly submit a specific format if same is available with you.
4. All the outstanding fees (Tuition fee, transportation etc.) must be settled prior to releasing of leaving certificate and other requested documents.

Signature (Parent/Guardian):

Date:

OFFICE USE ONLY:

Teacher Recommendation			
Teacher:		Date:	

Clearance					
Finance			Library		
Outstanding:		Date of Leaving:		No. of Books to Return:	
Accountant:				Librarian:	

Approval			
Sectional Head	Manager	Vice Principal	Principal
Date:	Date:	Date:	Date: