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School Clearance for Students

**Section 1: Student Information**

* Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Grade/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Reason for Clearance (e.g., Graduation, Transfer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date of Clearance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2: Library Clearance**

* Books Returned: [ ] Yes [ ] No
* Library Fines Cleared: [ ] Yes [ ] No
* Librarian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 3: Financial Clearance**

* Tuition Fees Cleared: [ ] Yes [ ] No
* Other Fees (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Yes [ ] No
* Bursar's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 4: Property Return**

* Textbooks: [ ] Yes [ ] No
* Sports Equipment: [ ] Yes [ ] No
* Music Instruments: [ ] Yes [ ] No
* Locker Cleared: [ ] Yes [ ] No
* Property Custodian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 5: Academic Records**

* Final Grades Submitted: [ ] Yes [ ] No
* Transcripts Processed: [ ] Yes [ ] No
* Head Teacher/Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 6: Additional Comments**

* Comments:  
  (Use this space for any remarks or additional clearance items not covered above.)

**Section 7: Student Acknowledgment**  
  
I, [Student's Name], acknowledge that I have completed all requirements listed above and have returned all school properties assigned to me. I understand that my school records will be held until this clearance process is completed.

* Student's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 8: Parent/Guardian Acknowledgment**  
  
(For students under 18 years or as required)  
I, [Parent/Guardian's Name], acknowledge the completion of my child's/ward's school clearance process.

* Parent/Guardian's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For any questions or further verification, please contact the school administration office.