
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.