

School Clearance Form Template

Student's Full Name: _____

Grade/Year Level: _____

Student ID: _____

Date: _____

Purpose of Clearance:

1. Transfer to another school
2. Completion of final year
3. Other: _____

Clearance Checklist:

- Return of school property (textbooks, library books, etc.)
- Clearance of financial obligations
- Final grades submitted
- Clearance from the discipline office

Office Use Only:

Cleared by: _____

Position: _____

Date: _____

Signature: _____