

## IMPORTANT: Please read carefully, complete and return

21<sup>st</sup> of January 2019

Dear Year 12 Students,

To ensure that you are provided with all necessary leaving documents please read through the following information and complete the attached forms. Hand these back to your homeroom teacher in person or send them via e-mail before Thursday, the 14<sup>th</sup> of February.

### [Multinational School Leaving Procedure](#)

To start the school's official leaving process, we will require you to complete the 'Student Leaving Form' found on page 2 of this document. This form must be completed in its entirety and accompanied by **all required documents**. A list of required documents can be found on the form. Please do not submit original documents (scans or photocopies only) as they will not be returned to you. You will then automatically be provided with a Transfer/Leaving Certificate. This will only be attested by the Ministry of Education if you **specifically request** it to be.

### [Request for Official Documents](#)

Should you require any additional official documentation from the school then you will need to complete the 'Request for Official Documentation' form found on page 3. The following documents are available:

**Copies of old School Reports:** All reports issued during/after the academic year of 2016-17 are available on the Engage parent portal **until you depart the school**. The school keeps an electronic archive of reports issued during/after the academic year of 2014-15. Copies of these are available for SAR 105.00 (inc 5 % VAT) per report.

**Ministry Report:** Certain educational establishments in the Middle East require students to provide a 'Ministry Report' from their previous school. This is a report card that covers the full academic year on a template provided by the Ministry of Education and includes their stamp as well as the school's. These can take up to two months to produce once the results are available and can only be collected from the school by the parents or student in person. An administration fee of SAR 157.50 (inc. 5% VAT) per Ministry Report is charged by MNS-R.

**Financial Clearance:** Certain educational establishments in the Middle East require this document to show that there are no outstanding payments to be made by the family to the school. This is free of charge.

**Transcripts:** These are prepared by the High School administrative team by request only. Please contact Abeer Mourad on abeer.mourad@mns-r.com to arrange these if required.

**Kindly note that your book deposit and leaving documents cannot be collected until you have completed your final day of school. This is non-negotiable. Your 'final day' will be the date you state in this form.**

**If you have any further questions regarding the leaving process, please do not hesitate to contact us at [student.services@mns-r.com](mailto:student.services@mns-r.com) or on 011 211 1620 ext. 215.**

**If you have any queries regarding financial matters, please contact our Accounts team by e-mail at [accounts@mns-r.com](mailto:accounts@mns-r.com) or on 011 211 1620 ext. 234.**

Best of luck with your exams and all your future endeavours,

**The Student Services Team**

## Student Leaving Form

Student Name: \_\_\_\_\_

Student Class: \_\_\_\_\_ Leaving Date: \_\_\_\_\_

Reason for leaving (please tick **one** – **all** fields must be completed)

Graduating

Change of School within the Kingdom of Saudi Arabia

Name of new school: \_\_\_\_\_ City: \_\_\_\_\_

**Must be attached** (please tick):

**Copy of the student's valid passport and iqama/Saudi ID**

**If Transfer/Leaving Certificate requires attestation, the following must be attached:**

*\*Please note these are requirements from the Ministry of Education.*

**Copies of all School Reports from MNS-R and previous schools (Year 1 onward)**

**If the previous school was within Saudi Arabia, please provide attested leaving certificate**

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**If you fail to provide the correct information/documentation, we will not be able to issue your requested leaving documents.**

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### Staff use only

Unique ID \_\_\_\_\_

Teachers Form Sent \_\_\_\_\_

## Request for Official Documents

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

Name of Student: \_\_\_\_\_

Student Class: \_\_\_\_\_ Leaving Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Please tick which documents from the list below:

**FINANCIAL CLEARANCE CERTIFICATE** (no supporting documentation required)

**EARLY LEAVERS' REPORT** (no supporting documentation required)

*Please note there is a charge for copies of old School Reports and Ministry Reports. This payment can be made in person to our Accounts team or online via bank transfer to the school account. Proof of payment must be attached to this document.*

**COPIES OF OLD SCHOOL REPORTS (2014/15 onwards only)**

**Academic Year(s):** \_\_\_\_\_

**All Students: SAR 105.00 (inc. 5% VAT) for each end of semester copy**

**Proof of payment attached (please tick)**

**MINISTRY REPORT**

**Academic Year(s):** \_\_\_\_\_

**All Students: SAR 157.50 (inc. 5% VAT) MNS-R administration fee per Report**

**Must be attached (please tick):**

*\*Please note these are requirements from the Ministry of Education (not MNS-R)*

**Copy of the student's valid passport and iqama/Saudi ID**

**Copies of all school reports from MNS-R and previous schools (Year 1 onward)**

**If the previous school was within Saudi Arabia, please provide an attested leaving certificate**

**Proof of payment attached**



## Student Leaving Survey

Dear Parents,

We are sorry that your child/children will be leaving the Multinational School. We value your feedback and would appreciate you taking a few minutes to complete the following survey.

Yours sincerely,

Julia Jefferson  
**Executive Principal**

Student's name \_\_\_\_\_ Class \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Please tick the appropriate boxes:

	Excellent	Good	Average	Poor
<b>Curriculum</b>				
<b>Teaching and Learning</b>				
<b>Teachers</b>				
<b>Non-Teaching Staff</b>				
<b>Facilities and Grounds</b>				
<b>Parent Communication</b>				

Please write any other comments below: