

We are sorry to see you go! To avoid any unnecessary inconvenience or delay, please read the following information.

Multinational School - Riyadh Leaving Procedure

To start the Multinational School - Riyadh's official leaving process, you will be required 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 minimum of two weeks** prior to your child/children's final day of school. 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. Your child will 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. Parents whose children will not be leaving or have previously attended the school may also complete this. The following documents are available:

Early Leavers' Report: If your child is leaving the school before the end of a semester, they **may not** be eligible for a Semester Report. In cases like this, you may request an Early Leavers' Report that will contain all available academic data. This is free of charge. Please note that these can take up to two weeks to produce. Semester 1 and 2 Reports will be released on the parents' portal **only** and are not able to be released early. The release dates are available currently on the school calendar but are subject to change.

Copies of old School Reports: All reports issued during/after the academic year of 2016-17 are available on your parent portal until your child departs 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. Please note that these can take up to two weeks to produce and the documents provided will be copies and not originals.

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. **This is not available to Kindergarten or Foundation students and can only be issued if the student has completed the entire academic year.** Ministry Reports can take up to two months to produce during term time once the results have been made available and can only be collected from the school by the parents or student in person. A SAR 157.50 (inc. 5% VAT) administration fee per Ministry Report is charged by MNS-R.

Financial Clearance Certificate: 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. Please note that these can take up to a week to produce.

Kindly note that your child/children's book deposit and leaving documents cannot be collected until they have completed their final day of school. This is non-negotiable. Please keep this in mind when deciding on your child/children's last day of school/leaving date. Please also note all book deposits are refunded in cash only.

Collection of documents: If you have not been able to provide adequate notice (2 weeks) of your child/children's departure then you will receive a phone call from the school when your documents are ready for collection. When collecting your official documents, please report to the Administration building. First, you will need to go to the Accounts department on the first floor. There you will be issued with a 'Clearance Slip'. Once you have this you may proceed back to the ground floor to the reception area where you will be issued with your requested documents.

If you have any further questions regarding the leaving process, please do not hesitate to contact us at 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 or on 011 211 1620 ext. 234.



Student Leaving Form

Student Name: _____

Student Class: _____ Leaving Date: _____

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

() Relocation to another Country (name of Country): _____

() 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 your child/children's new school is in Saudi Arabia, please provide a copy of an English and Arabic acceptance of enrolment letter

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.

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 105.50 (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
Curriculum				
Teaching and Learning				
Teachers				
Non-Teaching Staff				
Facilities and Grounds				
Parent Communication				

Please write any other comments below: