



**Bishop' s College- Colombo 03**

**APPLICATION FOR SCHOOL LEAVING DOCUMENTS**

My daughter..... of Grade .....

has left / will be leaving school with effect from.....

Admission No: ..... Date of Admission: .....

Class Admitted to ..... House: .....

Reason for leaving: (end of school / migrating / change of school)

**If migrating / change of school:**

Sig. of Class Teacher : ..... Sig. of Librarian : .....

Sig. of Sectional Head: ..... Sig. of Grade Head : .....

Position held in Sports & Societies	Year	Name of TIC	Signature

Necessary documents to be collected. (Please tick off)

- |   |   |
|---|---|
| <input type="checkbox"/> O/L Certificate (year of exam) ..... | <input type="checkbox"/> A/L Certificate (year of exam).....                              |
| <input type="checkbox"/> Leaving Certificate                  | <input type="checkbox"/> Birth Certificate  |
| <input type="checkbox"/> Refundable deposit to be released    | <input type="checkbox"/> Refundable deposit to be donated to the school development fund. |

*If the refundable deposit is to be released, please call over at the School Accounts section. This payment will be made only by cheque and the parent should come to collect it.*

**PTA Membership card to be returned when collecting the leaving certificate.**

Name of Parent: .....Contact No: .....

Address: .....

Email Address: .....

Signature of Father :..... Date: .....

Mother: ..... Date:.....

Guardian:..... Date: .....

<b>This section will be filled by the Office.</b>	
<input type="checkbox"/> No arrears owing to school	Checked by: .....
.....	Date: .....
<i>Approved by Principal</i>	