

Student Withdrawal Procedures

Written/Reviewed By: Job title(s):	Update frequency:	Latest review date:
Admissions Office	Yearly	February 2024
Admissions Office	Yearly	February 2025
Admissions Office	Yearly	February 2026

Table of contents

Table of Contents	2
Student Withdrawal Procedures	3
Students Leaving at the End of the School Year	3
Students Leaving During the School Year	3
Requesting Transcripts and Report Cards	3
Leaving Checklist/Returning School Property	4

Student Withdrawal Procedures

If you would like to withdraw your child from SIS anytime during the school year or at the end of the school year, you must officially inform the Admissions Office through a Withdrawal Notification Form.

Students Leaving at the End of the School Year - (During the Re-enrollment Period)

- Each year in February, SIS families receive an email with the annual Re-enrollment Form to confirm their plans for the upcoming academic year. Every family must complete this form, indicating whether your child(ren) will **re-enroll or withdraw** at the end of the current academic year.

Students Leaving During the School Year

- In **October** all SIS families will receive a [Student Withdrawal Form](#) via email to confirm plans for the upcoming Spring term. If your child **will not** return to SIS for the Spring term in January, you must complete this form. If your child is continuing, no action is required; your child's enrollment will automatically continue for the Spring term.
- If your child will be leaving SIS during the school term (e.g., September to November or February to May), please complete the [Student Withdrawal Form](#) to officially inform the Admissions Office as early as possible.

Families are required to complete and submit these forms within the specified timeframes to facilitate proper planning and record management.

Requesting Transcripts and Accessing Report Cards

- **Transcripts:** To obtain your child's transcripts, please email records@intsch.se. Typically, these documents are ready for collection on the student's last day at the Norra Latin campus reception. We provide two copies at no charge; additional copies may incur a fee.
- **Managebac Report Cards:** Your child's report cards are stored on Managebac. Please download and save these reports for future reference before your Managebac account is archived, which occurs one week after your child's last day of school.

Please note that final school reports will be released to parents or the child's next school only after the withdrawal notification is received, all outstanding bills are paid, and all school property and materials have been returned. If you have any questions about withdrawing your child from Stockholm International School, please contact admissions@intsch.se.

Leaving Checklist

To ensure a smooth departure from Stockholm International School, please complete the following steps:

- 1. Notify the Admissions Office regarding your child's withdrawal by completing the appropriate form.**
- 2. Return School Property:**
 - School computer and charger: Return to the SIS Tech Bar.
 - Math Calculator: Return to your Math Teacher.
 - Books & School Materials:
 - Middle & Upper School: Return items to the Receptionist.
 - Primary School: Return items to the Classroom Teacher.
 - Library Books: Return to the Learning Commons (Library).
 - Family Badges and Lanyards: Return to the Receptionist or Security.
- 3. Clear Personal Belongings:**
 - Make sure your child's locker/cubby has been emptied and is cleaned.
- 4. Save Report Cards:**
 - Ensure you download your child's report cards in Managebac. Your account will be archived one week after your child's last day of school.