



BELAIR HIGH SCHOOL
 43 deCarteret Road, P.O. Box 179
 Mandeville, Manchester
 Tel: (876) 962-0216/2168
 Email Address: general@belairhighschoolja.com

WITHDRAWAL FORM

Please complete this form and return to the Business Office

This will facilitate the preparation of an official or unofficial transcript for your child(ren)

Parent's Name: _____ Date: _____

Date of Admission: _____ Tel: _____

Student(s) Last Name	First Name	Current Grade
_____	_____	_____
Reason for leaving: Transferred <input type="checkbox"/> Migration <input type="checkbox"/> Disciplinary <input type="checkbox"/> Other <input type="checkbox"/>		
Last Day of School: _____		
School Transferring to (if known) _____		
Parent's Signature: _____		Date: _____

DISCIPLINARY DATA	
Suspension	yes / no <input type="checkbox"/>
Detention	yes <input type="checkbox"/> / no <input type="checkbox"/>
_____	_____
Dean of Discipline's Signature	Date

ACCOUNT'S DEPARTMENT	
All financial obligations met	<input type="checkbox"/>
PSC /Balance Due	<input type="checkbox"/>
Amount \$	_____
_____	_____
Signature	Date

ADMISSIONS & RECORDS DEPARTMENT	
File Closed	<input type="checkbox"/>
RENWEB Update	<input type="checkbox"/>
Records Prepared	<input type="checkbox"/>
Enrolment List Updated	<input type="checkbox"/>
Transcript Prepared	<input type="checkbox"/>
File Sealed (Outstanding Fees)	<input type="checkbox"/>

LIBRARY INFORMATION	
Books Returned	<input type="checkbox"/>
Fines paid	<input type="checkbox"/>
_____	_____
Signature	Date

Principal's Signature

Vice Principal Signature