

DEREGISTRATION



Deutsche Schule Nairobi
German School Nairobi

We kindly ask you to fill out all three pages of the Deregistration form carefully and completely.

Name: _____

I herewith wish to deregister my child

_____ (Name of the child), DOB. : _____

Class: _____ as per _____ (Date) from *German School Nairobi*.

My child will be visiting the following school:

(Name and location of school - if possible full address)

These of my other children will remain at *German School Nairobi*:

1. _____ Cl.: _____

2. _____ Cl.: _____

My **future address** will be:

My **future Email address** will be:

My **future mobile number** will be:

Nairobi, _____ (Date)

Signature(s) of legal guardian(s)

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The following departments must confirm by signature that they have been informed of the deregistration and that all items that are property of the school were returned as well as that the school, kindergarten, bus and cafeteria fees have been paid fully.

It is the responsibility of the parents to collect all the necessary signatures. Only when this form is fully completed presented the school can issue certificates or refund deposits.

I took the exit note. The school property has been returned, all fees are paid fully:

1. Class teacher _____
2. Secretary _____
3. Gate pass returned to the reception

Yes
No
4. IT Office _____
5. Library _____
6. Accountancy _____
7. Head of Administration _____

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Survey regarding the reasons for deregistration

Dear Parents,

We are constantly striving to enhance our performance. We therefore ask you to fill out the following form stating the reasons for the deregistration of your child(ren).

- I / we are moving to another country / leaving Nairobi.
- I / we can no longer support the amount for school fees.
- I / we are not happy with the profile / quality of the education.
- I / we have found a better school / kindergarten for my child(ren)
(please state which aspects are considered as *being better* at the new institution)

Other reasons:

But of course we would also like to know what you particularly liked at the German School Nairobi:

Thank you for your assistance!