horizontal line**School Clearance Form**

**[School Name]**[Address]  
[Phone Number]  
[Email Address]

#### **School Clearance Form**

**Student/Teacher Information**

* **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **ID Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Grade/Subject:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Position/Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date of Leaving:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Clearance Checklist**

| **Department/Section** | **Cleared (Yes/No)** | **Remarks** | **Signature of Officer** |
| --- | --- | --- | --- |
| Administration Office |  |  |  |
| Academic Office |  |  |  |
| Library |  |  |  |
| IT Department |  |  |  |
| Finance Department |  |  |  |
| Security Department |  |  |  |
| Sports Department |  |  |  |
| Others (specify) |  |  |  |

#### **Final Clearance Approval**

* **Approved By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_