TASIS
DORADO

DR. TIMOTHY HOWARD
Headmaster

MARITERE MATOSANTOS
Principal

Elementary
Release required for issuing Transcripts and other
Official School documents to departing students

Student name: _____ **Departing Grade** ____
Last First Middle

Parent Name: _____ **Phone:** _____
Please Print

In order to obtain the release of official school documents you must obtain the clearance from each of the following departments: *Release means that all school owned books, equipment and materials have been returned.

Department	Teacher Initials	Date
Spanish		
Math		
Science		
English		
Social Studies		

Department	Teacher Initials	Date
Music		
Drama or Art		
P.E./Athletics		
Library		
Cubby		

For office use only

Academic Adminstration Approved : _____ **Date** _____
Signature Principal/Dean

Los Muchachos Catering: _____ **Date** _____
Signature

Business Office Approval: _____ **Date** _____
Signature

Please return this form when is completed to the Business Office

Parent Signature _____ **Date** _____
Student's tuition and fees must be paid in full in order for the school to authorize the Release of transcripts and other official school documents.

NOTE: Parents will pay the reimbursement cost of any lost books, equipment or Materials not returned.