Email: registrar@dess.org

**Reference: Leavers' Notice Form**

Dear Registrar,

I would like to confirm that my child/children listed below will be leaving Doha English Speaking School.

| **CHILD'S FULL NAME** | **CLASS** |
| --- | --- |
|  |  |
|  |  |
|  |  |

| The last day of attendance will be: |  |
| --- | --- |
| If remaining in Qatar, please provide the name of your child’s new school. |  |
| If relocating, please outline the new country of residence |  |
| If relocating, please advise the name of your child’s new school |  |
| Reason for leaving: (We would greatly appreciate further details as to why your child/children are leaving DESS) |
|  |

You are kindly requested to prepare a Progress Report and Attendance Certificate for my child/children.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Print Name Date