

Clearance Form: School Signatures

Please obtain the signatures of the teachers / people responsible below. You will not be cleared for departure until you have received all signatures. By signing below, the teachers / people responsible in acknowledge that you have returned all textbooks, materials and technology; paid any money owed the school or had any deposits returned.

****Laptops must also be re-imaged before Mr. Barder can sign off on his section. This process removes school settings and software. Backing up your machine is your responsibility; all programs will be wiped from the computer.**

SUBJECT / AREA	TEACHER / PERSON RESPONSIBLE	SIGNATURE
English A or B	Creme / Lenk / Moen	
German A / Korean A	Fox / Hwangbo	
Mandarin A or B	Chen / Wang / Zhang	
Biology	Mello / Newman / Winstanley	
Chemistry	Hornell	
Physics	Lietz	
Business & Management	Romero	
Geography	Beck (Ms.)	
History	Beck (Ms.)	
Pamoja Studies	Ham	
Mathematics	Beck (Mr.) / Chesterman / Galaty / Law	
Theatre	Philip	
Visual Arts	Krajczar	
Theory of Knowledge	Creme / Galaty / Mello / Seigneur	
CAS	Yuen	
Activities Office	Clarke	
Chartwells - food	Zhang	
**Laptops	Barder	
11 – 12 Advisor	Beck (Mr.) / Creme / Chesterman / Fox / Lenk / Mello / Moen / Wang / Zhang	
Library	Romero	
Financial Controller	Julia Zhang (Centre office, first floor)	
Head of Upper School	Ham	
Return of ID Badge	Annie or Shanshan at Reception	
Counselling Office	Galaty	