



Withdrawal/Early Release Form

Christian Academy in Japan

1-2-14 Shinkawa-cho, Higashi Kurume-shi, Tokyo 203-0013
JAPAN

Parent Section:

Please fill in this section and return to the CAJ Academic Office

Student's name and grade: _____

Parents' names: _____

Today's date: _____

Reason for leaving: _____

Last day of school: _____

Requesting a transcript as of (date/end of semester) _____

In the future, transcripts may be requested via the CAJ website under the alumni tab.

Email address: _____

Forwarding address: _____

If returning to CAJ, what date _____

Office Section:

Step 1: Registrar

communicate with teachers, business office staff, library staff, nurse
collect textbooks, library books and locks on the last day as applicable

Step 2: Bookkeeper: Please initial

Account paid _____ Not paid _____

Step 3: Business Manager's signature _____

Step 4: Principal's signature _____

Step 5: Head of school's signature _____

Step 6: Registrar will update computer and put this form in student's file