

# Information for students leaving ISN

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This document provides parents with information about the processes the school has in place when students are leaving ISN. It outlines what the school can provide when a student leaves, and the requests we make of parents at that time to ensure all financial commitments have been addressed and any resources that belong to the school have been returned.

Parents are requested to ensure these requests are met before the student's last day of attendance.

## Documentation Provided by ISN

When students move to another school from ISN, ISN will support the application as much as possible. The school will provide a letter, if requested, stating that the student was enrolled at ISN and the details of that enrolment.

However, parents are expected to keep their own copies of standard Term and Semester reports, MAP Growth reports, certificates and so on, that may have been issued by the school.

If parents do not have copies of these, they should contact the school to obtain new copies. A fee will be charged for this service.

If the school to which the student is applying requires any other information, the school must contact ISN directly by emailing to [info@isn.school.fj](mailto:info@isn.school.fj) or via the school phone numbers to request that information. Contact could also occur through the appropriate Programme Coordinator. ISN will check with the students' parents to ensure the legitimacy of such a request before sending any information.

Students who have completed the Diploma Programme may request a school reference. This can be arranged through the Diploma Coordinator.

ISN will not provide any documents other than those noted above.

## Exit Form

The school will provide an Exit Form when informed that a student is leaving. There are a number of sections which staff at ISN need complete and sign off. These include the Bursar and the Library, as well class teachers and Programme Coordinators.

Once these Exit Form signatures have been obtained, any documents requested will be provided, including Semester and Terms reports which are due to be issued.

In general, requests for information made by other schools will not be sent until the Exit Form has been completed. However, ISN understands that families changing countries may wish to enrol their children in schools in the new country before they leave Fiji, so allowances will be made in those circumstances.