

**JONATHAN GLOAG ACADEMY**  
**CLEARANCE FORM**

Name of child ..... Class .....

Joined school on ..... Left on .....

Reasons for leaving .....

.....  
.....

**1. Cleared by class teacher**

All text books returned

.....

Signed .....

**2. Cleared by Librarian**

All library books returned

.....

Signed .....

**3. Cleared by Administrator**

Any lost or damaged school property

.....

Signed .....

**4. Cleared by Accounts Office**

Any school fees balance

.....

Signed .....

**5.** Caution money refunded (Ksh.5000/=) ..... signed (Accountant)

Caution money received (Ksh.5000/=) ..... Signed (Recipient)

..... (Name)

**6.** Form back to secretary for file.