

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

**1.** Name of child ..... Class .....

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

Reasons for leaving .....

.....

.....

**2. Cleared by Subject Teachers**

a) **Mathematics** .....

Signed .....

b) **English** .....

Signed .....

c) **Kiswahili** .....

Signed .....

d) **Science** .....

Signed .....

e) **Social Studies** .....

Signed .....

f) **CRE** .....

Signed .....

g) **Optionals** .....

Signed .....

h) **Co-curricular** .....

Signed .....

**P.T.O**

i) **Science Room** .....

Signed .....

j) **Computer Room** .....

Signed .....

**3. Cleared by class teacher**

All text books returned

.....

Signed .....

**4. Cleared by Librarian**

All library books returned

.....

Signed .....

**5. Cleared by Administrator**

Any lost or damaged school property

.....

Signed .....

**6. Cleared by Accounts Office**

Any school fees balance

.....

Signed .....

**7.** Caution money refunded (Ksh.5000/=) ..... signature (Accountant)

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

..... (Recipient's Name)

**8.** Exit Interview.

**9.** Head Teacher's Signature: .....

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