TASIS
DORADO
THE TASIS SCHOOL IN DORADO

DR. TIMOTHY HOWARD
Headmaster

MARITERE MATOSANTOS
Principal

**Release required for issuing transcripts and other Official school documents to Departing Students and End of Academic Year for 6th and 7th Graders**

**Student name:**_____ **Grade** _____
**Last First Middle**

**Parent Name:**_____ **Phone:**_____
**Please Print**

**In order to obtain the release of official school documents you must obtain the clearance from each of the following departments:** *Release means that all school owned books, equipment and materials have been returned.

| Department | Teacher Initials | Date |
|---|---|---|
| Spanish | | |
| Math | | |
| Science | | |
| English | | |
| Elective 1 & 2 | | |
| Locker Clean | | |

| Department | Teacher Initials | Date |
|---|---|---|
| Social Studies | | |
| Technology | | |
| Music | | |
| Drama or Art | | |
| P.E./Athletics | | |
| Library | | |

**For office use only**

**Academic Adminstration Approved :**_____ **Date** _____
**Signature of Vice Principal/Dean**

**Los Muchachos Catering:**_____ **Date** _____
**Signature**

**Business Office Approval:**_____ **Date** _____
**Signature**

Please return this form when is completed to the Business office

**Parent Signature** _____ **Date** _____

**Student's tuition and fees must be paid in full in order for the school to authorize the release of diplomas, transcripts and other official school documents.**

**NOTE: Parents will pay for the reimbursement cost of any lost books, equipment or materials not returned.**