Request Form

Date: __________________________

To: Guardianship Coordinator
ISS International School
21 Preston Road,
Singapore 109355

Fax: (65) 6273 7065

Email: guardianship@iss.edu.sg

From: __________________________

Re: Request to change guardian

This is to inform you that my son/daughter/ward _________________________________
(Name of student)

Would like to move from his/her current guardian _______________________________ at
(Name of guardian)

I confirm that this has been discussed with the guardianship coordinator and the current

guardian.

The reasons for the change of guardian: ________________________________

* I undertake to inform ISS when we have decided where my son/daughter/ward will be

living. He/she will not move until this transfer has been accepted by ISS. Students must live

with an ISS listed guardian.

ISS students must live with an ISS listed guardian. If the person who you choose as a

guardian for your child is not an ISS listed guardian, he/she must apply to become an ISS

listed guardian. The student may not move into his/her home until this process is complete.

Please contact, ISS Guardianship Coordinator on (65) 6475-4188 for more details of the listing

process. Thank you

__________________________________________  Name and Signature of Parent

__________________________________________  Name and Signature of current

guardian

This move is a commitment for the current academic year therefore no other request to move will be accepted during this period. We will consider request to move only under extraneous situations.

Please return completed form to Guardianship Coordinator, ISS International School.