

Departure Checklist

Announcement of departure:

As soon as you know about your departure, please

- Inform the school via the [withdrawal request form](#) and send it to admissions@cdl.ch

Prior to departure

Academic reports

- School reports: Please download them from [Isams](#) prior to your departure
- Other transcripts for High school: Please request them if needed from the section office
- Recommendation letter: Please request it to the section office

Accounting

- For any financial matter, please contact our accounting department: accounting@cdl.ch

Few days before departure

Please,

- Collect project works via the respective teachers
- Return iPad or MacBook Air, cable, and case protection to the IT department (if applicable)
- Return locker keys to the locker office in the “Montblanc” building (if applicable)
- Return library books to the library (if applicable)

Upon graduation, your child will receive an email from the school regarding our [Alumni community](#)

We are happy to also welcome younger CDL students to our alumni community. In this case, please send an email to our community officer: jim.lim@cdl.ch

Please note: If you are transferring to one of our NAE sister schools, CDL can transfer reference or school reports directly to the respective school. Thank you for sharing the name of the new school with the academic section office and they will take care of this.

The CDL team would like to wish you all the best for the future.

We hope you will keep fond memories of your time with us and that our paths will cross again.