



St Clare's Catholic High School

STUDENT LEAVERS FORM

This form must be completed by the 'leaving' student's parent before leaving the school to ensure obligations have been met. Obligations include providing the school with proof of the destination for all students aged 17 years or younger.

1) PARENT/CARER TO COMPLETE:

Student's Name: (print) _____ Learning Group: _____

Destination School/TAFE/Work: _____ Leaving Date: _____

Attach proof of enrolment or acceptance into the school/course/full time job

Parent's Name: _____ Date: _____

Reason for leaving: _____

Parent/Carer signature: _____

SCHOOL TO COMPLETE

2) INTERVIEW WITH PRINCIPAL REQUIRED

ASSISTANT/LEADER OF STAGE: _____ Signature: _____ Date: _____

Please pass to:	Name	Signature	Date
Principal			
Business Manager			
Assistant Principal			
Librarian			
Finance Officer			
Diversity			
IT			
Enrolment Officer			

CHECK LIST	<ul style="list-style-type: none"> <input type="checkbox"/> Timetable Updated <input type="checkbox"/> Inactivate on COMPASS (Enrolment Officer) <input type="checkbox"/> Email staff (Enrolment Officer) <input type="checkbox"/> Leavers Book (Enrolment Officer) <input type="checkbox"/> Remove Student File (Enrolment Officer) <input type="checkbox"/> File Leaver's Form (Enrolment Officer) <input type="checkbox"/> Proof of enrolment or acceptance into the school/course/full time job. (Enrolment Officer)
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