



LEAVER'S CHECKLIST

Stella Maris School, Maroochydore

This form is to be completed by a student's Legal Guardian
When completing this form please **print clearly** in blue or black pen

STUDENT DETAILS:

Legal Surname: _____ First Given Name: _____

Date of Birth: _____ Home Group: _____ BCE Student Id (if known): _____

Intended Date of Departure: _____

Reason for Leaving: _____

Next School Name: _____

Next School Location: _____

School Type: State Independent Other Catholic Other _____

Advised By: _____ Date: _____

Contact Number: _____

Forwarding Address for Correspondence: _____

Additional Information or Comments: _____

CONSENT TO RELEASE INFORMATION:

I / We give permission for the Principal or the Principal's representative to release any relevant reports/documentation requested by my child's new school.

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Relationship to Student: _____

Relationship to Student: _____

Date: _____

Date: _____

LEAVER'S CHECKLIST

(to be completed by School Administration Staff)

OFFICE USE ONLY:

Accounts Finalised

- Fees
 - Levies
 - Instrumental Fees (if applicable)
 - Extra-Curricular
 - Uniform Shop
 - Tuckshop
 - Other
-

School Resources Returned

- Library
 - Text / Reading Books
 - School Resources
 - Instrumental Resources (if applicable)
 - Other
-

Uniforms

- Borrowed returned
 - Other
-

Other Items Returned to Student

- Medication
 - Other
-

Written Notification Received

- Yes
 - No
- Comments _____
-

Staff / Departments Advised

- Leadership
 - Administration
 - Class Teacher
 - Specialist Teachers
 - Instrumental Teachers (if applicable)
 - Other
-

Student File Archived

Date: _____

Initials _____

Transfer Form Provided

Date: _____

Initials _____

Student Database Updated

Date: _____

Initials _____

(Enrolment End Date changed, Exiting Tab completed if applicable)