

Saint Mary's Catholic College

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Departure Form

Please complete this form and return it without delay to the school office.

Student's Name: _____ Class: _____

Student's Current Address: _____

_____ Phone: _____

Student's anticipated last day: _____

Reason for withdrawing student from Saint Mary's Catholic College

1. Leaving the area?

New residential address: _____

New school:

2. Transferring to another school in the area:

New school: _____

3. Other:

New school: _____

Feedback on student's time at Saint Mary's Catholic College

1. We would welcome your comments about your overall experience of Saint Mary's Catholic College:

Have the following matters been attended to?

1. All library books and text books returned Yes No
What is outstanding and why? _____
2. All musical instruments returned Yes No
What is outstanding and why? _____
3. Laptop returned (Years 9 to 12) Yes No N/A
4. Outstanding school fees settled? Yes No
5. Medications in First Aid Office Yes No N/A

Signature of parent/carer: _____ Date: _____

Thank you for taking the time to complete this form!

OFFICE USE ONLY

1. Student Data Base amended accordingly Yes
2. Printed out amended Handout Total Sheet Yes
3. Informed the following:
- a) Library Yes
 - b) Class teacher Yes
 - c) Finance Yes
 - d) Administration/Leadership Team Yes
4. Transfer note sent Yes
5. Archived student file Yes