



# *Our Lady of the Sacred Heart College*

## STUDENT DEPARTURE NOTIFICATION

Student's Surname \_\_\_\_\_ First Name \_\_\_\_\_

Family Name: *(if different from students)*: \_\_\_\_\_

Last Day of School: \_\_\_\_\_

Roll Group: \_\_\_\_\_ House: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Destination: *(School / Work)* Next School *(if known)* \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent's Name: *(Please Print)* \_\_\_\_\_

Parent's Phone Number/s: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date of Notification: \_\_\_\_\_

### **OFFICE USE ONLY**

**Notification must be in writing – if notification was via email, please attach printout to this form.**

HEAD OF CAMPUS SIGNATURE \_\_\_\_\_  
*(on original form)*

ADMIN: Scan form to Finance Staff.  
Copy form for library.

LIBRARY (copy): Email Finance a list of outstanding items:  
*(circle outstanding):* Laptop Laptop Charger Laptop Bag  
Books Text Books Other.....

FINANCE: Fees Checked

#### **CURRICULUM/ADMIN:**

MATHS ONLINE (YR 5-11) - Email Maths Co-ord to delete student from Maths Online.

GRADEXPERT (Archive Student)

ACER (PAT) (Un-Enroll Student)

SACE

TIMETABLER ADVISED (DATE) \_\_\_\_\_