

Student Exit Form

*Please see page 2 for further instructions

Student Personal Details

Student Full Name:

Date of Birth:

Student ID Number:

Current Class/Home Group:

Leaving Details (please complete relevant sections only)

Last day of attendance:

Reason for Leaving:

School Transfer

Name of New School:

Start Date:

TAFE/RTO Enrolment

Campus:

Course Name:

Start Date:

Apprenticeship/Traineeship

Business Name:

Qualification:

Start Date:

**For students under 17 years of age, please additionally request an exemption form from the school and obtain a copy of the apprenticeship/traineeship contract with start date.*

Full Time Employment

Business Name:

Job Description:

Start Date:

**For Students 15-16 years of age, please additionally request an exemption form and obtain a letter of employment confirmation from the employer stating how many hours per week the student is working.*

Minimum 30 hrs per week for 15 year old and minimum 25 hrs per week for 16 year old.

Other

Please indicate what the student will be doing after leaving school (seeking employment etc):

Parent Full Name:

Forwarding Address (please use new address if moving):

Mobile Phone Number:

Email Address:

Parent Signature:

Date:

OFFICE USE ONLY

Removed Timetable/Daymap:

Staff Name:

Date:

Staff Notified:

Staff Name:

Date:

YONDR Pouch Returned (7-12):

Staff Name:

Date:

Lock Returned (7-12):

Staff Name:

Date:

Schools Online Updated (10-12):

Staff Name:

Date:

Principal Name:

Signature:

Date:

Exit Process- Information for Parent/Caregiver and Student

Please Return ASAP to the school **either in person to the front office or by email*

- Student Exit Form (one per child). Please ensure that the new school and your new address (if moving) are listed on this form.
- For school transfers, please note that we cannot exit a student from the school system until the student has attended their new school and the new school has notified us by official student transfer advice on the first day of attendance. This applies to both local and interstate transfers. After your child's last day of attendance at The Heights School and prior to attending the new school, you may receive communication from us. Once your child has been removed from our system, communication from The Heights School will cease.

Prior to the Last Day of Attendance:

- Please check your account status with the finance office either by phone 8242 8900, in person or by email dl.1430.finance@schools.sa.edu.au
- Please check that your child/children has/have returned all resource centre items in person or by emailing dl.1430.library@schools.sa.edu.au

On the Last School Day:

- R-12: The student is to return all library books to the Resource Centre.
- R-6- The student is to take all belongings/workbooks home.
- 7-12: The student is to clean out their allocated locker and return the lock and YONDR pouch to student services.

Prior to Starting at New School:

- Please download all school reports via Daymap Parent Portal if required. Daymap access will cease from first day of attendance at the new school.

We thank you for partnering with The Heights School for your child/children's education and for your contribution to our school community. We wish your child/children all the very best in their future education journey or employment opportunities.