

HRSS Student Leaving Form

Please Note: On leaving Highland Reserve State School all outstanding monies must be paid.
All departments will be checked for outstanding resources and equipment.

Student Name		DOB: ____ / ____ / ____
Student Class		Last Day Attending HRSS: ____ / ____ / ____
Destination School		
Reason for Leaving		
Sibling/s Remaining at HRSS		

Parent / Carer Details	
Parent/Carer 1: _____	Parent/Carer 2: _____
Email: _____	Mobile: _____

Bank Account Details	
Account Name: _____	Date _____ ☐ Entered
BSB: ____ -- ____ Account #: _____	Admin _____
	Admin _____

Forwarding Address	
Number: _____ Street: _____	
Suburb / Town: _____	State: _____ P/Code: _____
Parent/Carer Signature: _____	Date: ____ / ____ / ____

Office Use Only	
Notified via: ☐ Email: noted in OneSchool Contact	☐ Phone: noted in OneSchool Contact

CHECK FOR OUTSTANDING RESOURCES (HUB / Classroom / Music)	
☐ Email HUB / Classroom Teacher / Specialists / IT	☐ Email Instrumental Music Teacher

FINANCE	
☐ Credit \$ _____	☐ Donation ____ / ____ / ____
☐ Debit \$ _____	☐ Refund Requested ____ / ____ / ____
Activity: _____	
Notes: _____	

Sibling/s ☐ No ☐ Yes	Name/s: _____	Leaving HRSS ☐ No
SRS Refund Requested: YES / NO	SRS Refund Amt \$ _____	SRS Balance owing: \$ _____
Notes: _____		
_____ ☐ Remove SRS Form ☐ Completed ____ / ____ / ____		

MEDICAL	
☐ Medication No / Yes	Yes ☐ Email Parent collection reminder ☐ File Medical Records

EXIT CHECKLIST	
☐ Intended Departure Date Entered	Date Enrolled ____ / ____ / ____
☐ Calendar Reminder	☐ Return sibling/s at HRSS from POST to Email after departure
☐ Enter in Exit Register ☐ Remove House Colour R / Y / G	
☐ Change correspondence to POST <u>when</u> departing from OneSchool	☐ Print x 2 Updated Class Rolls
☐ Actual Departure Date ____ / ____ / ____	☐ Archive E-File ☐ Archive Student File
Admin Signature: _____	Date Completed: ____ / ____ / ____