Coolum State High School
Havana Road East Coolum Beach Qld 4573
Telephone: +61 7 5471 5333 | Email: admin@coolumshs.eq.edu.au | www.coolumshs.eq.edu.au
The Queensland Department of Education trading as: Education Queensland International (EQI)
CRICOS Registration Number 00608A

STUDENT LEAVING CLEARANCE FORM

IMPORTANT

For Student Resource Hire Scheme refund and/or Transfer to be processed:

- **ALL** school textbooks, resources and sporting uniforms are to be returned.
- Parent /Carer to complete and sign Clearance Form.

EQ ID_____ NAME _____

LEAVING DATE / / HOMEGROUP_____

FORWARDING ADDRESS _____

PHONE NO _____

DESTINATION ☐ Interstate ☐ Overseas ☐ Workforce

☐ Another School – Name _____

BANK DETAILS IF REFUND IS REQUIRED: ACCOUNT NAME:_____

BSB _____ ACCOUNT NO: _____

PARENT / CARER NAME _____

SIGNATURE_____ DATE_____

……...……...……**Office Use Only**……...……..……

STEP 1 - Administration

Notification of student leaving by parent ☐

Student departure agreed with Deputy Principal ☐

Contact made on OneSchool (re onward destination) ☐

Place on Staff Notices ☐

File lifted and Timetable printed from OneSchool ☐

Statement printed ☐

Update Bank Details on OneSchool ☐

Email Accounts re Payment Plans ☐

Change Method of Contact to Post ☐

Left Date to be entered(check with Deputy) / / ☐

OneSchool – Mark as Left ☐

Remove student from Timetable ☐

Remove parent from year group on Schoolzine ☐

Signature of Admin Officer…….

STEP 2 - Finance

SRS refund Yes / No

Close Student on Agresso ☐

Signature of Admin Officer ……

STEP 3 – QCAA Coordinator (Years, 10, 11, 12 only)

VET Certificate (if applicable) ☐

Signature of Admin Officer …….

STEP 4 – File Stored ☐

Signature of Admin Officer …….