



WITHDRAWAL OF ENROLMENT CLEARANCE

IMPORTANT

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

- ALL school textbooks, resources and sporting uniforms are to be returned.
- Clearance Form to be completed by parent/carer and returned to Administration Office or emailed admin@coolumshs.eq.edu.au

EQ ID	STUDENT'S NAME	
LEAVING DATE		HEMIGROUP
FORWARDING ADDRESS		
PHONE NO		
DESTINATION	<input type="checkbox"/> Interstate	<input type="checkbox"/> Overseas <input type="checkbox"/> Workforce
ANOTHER SCHOOL		
BANK DETAILS FOR REFUND (TO BE CONFIRMED BY ACCOUNTS DEPT):		
ACCOUNT NAME		
BSB	ACCOUNT NO	
Parent / Carer Name		Parent/Carer Signature
Date <small>Click or tap to enter a date.</small>		
.....OFFICE USE ONLY.....		

<p>STEP 1 - Administration</p> <p>Notification by parent of student leaving <input type="checkbox"/></p> <p>File lifted and Timetable printed from OneSchool <input type="checkbox"/></p> <p>Notify year level DP of student leaving; and <input type="checkbox"/></p> <p style="padding-left: 20px;">Request DP to confirm leaving date / /</p> <p>Notify VET HOD and VET Liaison of student leaving (Yr 10-12 students only) <input type="checkbox"/></p> <p>Copy of Timetable emailed to Library AO <input type="checkbox"/></p> <p>Email IT re School Leased Laptop <input type="checkbox"/></p> <p>Remove parent from year group on Schoolzine <input type="checkbox"/></p> <p>Change Method of Contact to Post <input type="checkbox"/></p> <p>Contact made on OneSchool (re onward destination) <input type="checkbox"/></p> <p>Statement printed <input type="checkbox"/></p> <p>Update Bank Details on OneSchool <input type="checkbox"/></p> <p>Email Accounts re Payment Plans <input type="checkbox"/></p> <p>OneSchool – Mark as Left <input type="checkbox"/></p> <p>Signature of Admin Officer</p>	<p>STEP 2 - Finance</p> <p>SRS refund Yes / No Close Student on Agresso <input type="checkbox"/></p> <p>Signature of Admin Officer</p> <p>STEP 3 – QCAA Coordinator (Years, 10, 11, 12 only)</p> <p>VET Certificate (if applicable) <input type="checkbox"/></p> <p>Signature of Admin Officer</p> <p>STEP 4 – File Stored <input type="checkbox"/></p> <p>Signature of Admin Officer</p>
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Student Destination and Exit Survey Years 10 - 12

Thank you for completing this Student Destination and Exit Survey which will be used by Coolum State High School to keep in contact with departed students with regards to further training and employment opportunities, future alumni events, P&C events, Departmental surveys, Coolum State High School surveys and local community events.

STUDENT NAME

FORWARDING ADDRESS

PREFERRED CONTACT NO

EMAIL ADDRESS

Reason for Departure (Please answer all that apply).

1. I will be living in the following State / Territory

QLD NSW VIC NT SA TAS WA ACT

2. I will be moving overseas No Yes, I am moving to

3. I will be attending a new school Yes, my new school will be
 No I am still looking.

4. I will be going into further training No I am still looking.
 Yes, I will be enrolling into TAFE Another RTO, name

I will be completing the following course

5. I will be going into the workforce No I am still looking.
 Yes, I will be working at

6. At this stage, I do not know what I will be doing. No Yes