



LEAVING CLEARANCE FORM

(incorporating the End of Year process)

When leaving the school students must complete this Student Leaving Form and return school resources, texts, materials and equipment.

Please follow the instructions below regarding the return/removal of school resources, texts, materials and equipment:

1. Remove all files you want from the computer network. They will be deleted at the end of the year.
2. Use the list below to identify each item that must be returned to the school or actioned – each item must be identified in the numbered order and signed and dated by the staff member when completed.
3. It is not until each applicable item below is authorised that you will receive any refund due, if applicable.

Student Name:		
Details	Staff Member authorised to approve completion/return	Date/Signature of authorised Staff Member
1 - All library books have been returned	P Block	
2 - School laptop, charger and case has been returned (Year 12 - 2016 only)	IT Department	
3 - School locker has been emptied and the lock returned	Student Hub	
4 – School ID Card & Bus Pass has been returned	Student Hub	
5 - Instrumental Music and/or Band Uniform has been returned	Uniform Shop	
6 – Musical Instrument	Uniform Shop	
7 - All Representative Sport Uniforms have been returned	Uniform Shop	
8 - School blazer has been returned	Uniform Shop	
9 - School text books have been returned*	Uniform Shop	
10 - All outstanding invoices have been paid (mandatory)	Finance Department	
NOTES/ITEMS TO BE INVOICED - *text book name and amount to invoice if applicable		