



ST MICHAEL'S PRIMARY SCHOOL

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NOTIFICATION OF STUDENT LEAVING

STUDENT DETAILS			
SURNAME	GIVEN NAME	CLASS	LAST DAY
FORWARDING ADDRESS & CONTACT DETAILS			
NAME AND ADDRESS OF SCHOOL CHILD WILL BE ATTENDING			
REASON FOR LEAVING			

Signature of Parent/Guardian: _____ **Date:** _____

OFFICE USE ONLY:

- 1 Leaving Date entered on Compass
- 1 Enter in yellow leavers book
- 1 Principal/Co-ordinator/teacher notified
- 1 Leaving Date/form entered into Notes on Matthew
- 1 Compass leaving process / remove from timetable
- 1 Check Matthew for account balance/send statement to family
- 1 Move student file to "Leavers" in filing cabinet