



YEARS 7-10 CLEARANCE FORM

Please complete this form and return it to the Enrolment Officer on your last day of attendance.

STUDENT DETAILS

Student Name

Year

PC Group

Leaving Date / /

LEAVING DETAILS

I am transferring to another College (Name of College)

REASON FOR LEAVING

Notify each of your subject teachers and have them sign below.

Line	Subject	Teacher	Initials
A			
B			
C			
D			
E			
F			
G			
H			

SIGNATURES

Return all your books to the library.
Library staff to attach list of outstanding books to this Form.
(If applicable.)

Librarian/Text Book Hire

Clean out your locker and ask your Coordinator to check it.

Coordinator

Return your laptop to the IT Help Desk. (If applicable.)

IT Help Desk

Return this form to Enrolment Officer
before you leave the College.

Enrolment Officer