

Student Exit Form



Last Name: _____

First Name: _____

Class: _____

Last date at Brookfield State School: _____

New home address: (if moving) _____

Phone number if changed: _____

Email address if changed: _____

Name of new school: (country if applicable)

NB: We cannot unenroll your child until we have confirmation of enrolment at another school.

Reason for leaving: _____

Parent Checklist

Tick		Notes
	All student belongings/books/stationary collected from classroom	
	Library books returned	
	Finalise any outstanding payments at the office	
	Do you have any uniform items you would like to donate to the school?	
	All donations are greatly appreciated – thank you.	
Parent/Carer signature: _____		

Office use only

Tick		Notes
	All teaching staff advised	Exit date is the last day of attendance.
	Library books returned	
	Accounts paid/ credited	
	File archived	
	Exited on OneSchool	
	Email removed from MIS and ePublisher	

Office Use ONLY - Entered on OneSchool

Enrolment confirmed with: _____ **School**

Processed by: _____ **Date:** _____