



**HOLLAND PARK STATE SCHOOL
STUDENT LEAVING FORM/CHECKLIST**

N.B. All sections of this form must be completed.

Student Name: _____		Class: _____
Date of Birth: _____		
EQ ID: _____ (Office Use Only)		
Date of Notification:		
Last Date of Attendance:		
Reason for Leaving:		
Destination:		
Name of Qld School:		
Name of Interstate School:		
Overseas: (Country)		
Contact:	<input type="checkbox"/> Letter/Email (copy attached) <input type="checkbox"/> Phone Call (Date: _____ Time: _____) <input type="checkbox"/> Personal Visit	

Parent's/Carer's signature

Date:

Office Use Only

- Advise Accounts, Library and Specialist Teachers of student via email
- Edit Student Details in OneSchool ⇒ Change status to left on student's last day of school
- File Documentation
- Retrieve and move student file to archive