

## Year 12 Sign Out Sheet (at completion of enrolment)

### *Procedures for Signing Out:*

Please complete sections A-C below before returning the completed form to the Front Office.

Thank you

### Section A

Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_ 12 \_\_\_\_\_

Last Day of Attendance: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Destination: **(please provide future plans eg. University, traineeship, etc)**

\_\_\_\_\_

New Address (if applicable): \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

### Section B

Pastoral Coordinator: \_\_\_\_\_

The Hub *(please ensure all resources are returned)*: \_\_\_\_\_

Business Manager: \_\_\_\_\_

### Section C

I hereby officially notify the College of my intention to leave. I agree to abide by the rules of the College up to and including the actual time of my departure. I also agree to return all College equipment and textbooks. I will collect all practical projects and equipment from the College.

(we have been very happy) 1 2 3 4 5 (very dissatisfied with the school)

Please feel most welcome to comment:

\_\_\_\_\_

Signature of Student: \_\_\_\_\_

### Section D

Principal: \_\_\_\_\_

