

STUDENT(S)' DEPARTURE NOTIFICATION FORM

Name of Student(s):	
Class(s):	
Last Day Attending School:	
Destination Type:	Queensland / Interstate / Overseas
Destination School: (if known)	
Departure Reason:	
Letter of Enrolment Confirmation Required?	YES / NO
Notification of departure to ICASAG required?	YES / NO
School LAPTOP?	YES / NO
Library Books returned?	YES / NO
School Account finalised?	YES / NO
Parent's Name:	
Parent's Signature:	
Date submitted:	
FOR OFFICE USE ONLY	
EMAIL NOTIFICATIONS SENT	Library: croche5@eq.edu.au
	Newsletter: egraf4@eq.edu.au
	IT: lbehr12@eq.edu.au
	Medical: egraf4@eq.edu.au
	Teacher and Deputy
Outstanding Payment: (If credit – please obtain bank details for refund)	
Updated OneSchool Status to "Left":	
Student's File Removed and Archived	