MAYLANDS PENINSULA PRIMARY SCHOOL
STUDENT EXIT FORM

One form for each student must be completed for each student leaving the school at least 5 days prior to student exit date. It is designed to support a successful transition.

Before leaving, all resources - including, library books and hire musical instruments - must be returned to the school.

STUDENT DETAILS					
Student Name:					
Year Level:		Room No.		DOB:	
Last Date MPPS:					
Parent / Caregiver Name:					
Parent / Caregiver Phone Number:					
New School:					
Suburb / State:					

REASON FOR EXIT (PLEASE TICK)

☐ moving to a new location

☐ moving into the Catholic or independent sectors

☐ moving interstate

☐ moving overseas

☐ other, please specify _____

Parent / Caregiver Signature: _____ Date: _____

☐   If you are completing this form online and are unable to sign this form, please check this box to confirm the above information is true and correct.

ACTION CHECKLIST – *(OFFICE USE ONLY)*

EACH ITEM MUST BE ACTIONED WHEN THIS FORM IS RECEIVED.

☐ Classroom Teacher - *(to be advised – then request any student work, student contact card /student records / medication paperwork to archive with student file records (where applicable).*

☐ Library Officer - *(to be advised / books returned / outstanding books / charges due).*

☐ EALD Support Teacher *(to be advised where applicable).*

☐ MCS / Administration - *(Admin - check outstanding fees / charges / remove any billing items / unallocated credit/ email parent regarding bank details for any refunds applicable*

☐ Remove student name from Reading Eggs and Mathletics *(as we are charged per number of subscriptions)*

☐ Transfer Note Received - *(request from destination school if not received).*

☐ Move Student to Former roll - *(Admin - enter leave date & destination school).*

☐ Process School to School Export Data - *(Admin - email data file, if requested).*

☐ Records sent to Destination School - *(Forward student file records to the new school where applicable, for what needs to be archived at MPPS see below) - do not send to private schools, interstate, overseas, – in these cases archive records with student application & enrolment forms and follow procedure below.)*

☐ Archive Student File – *(Admin – remove student application & enrolment forms, attach exit form, transfer note and yellow contact card – then archive with student file records where necessary, file alphabetically by DOB remove all plastic sleeves etc.) When archiving, only archive paper – remove plastic sleeves, bands, paper clips.*

Administration Signature: _____ Date Processed: _____