



# MERIDAN STATE COLLEGE

## STUDENT LEAVING FORM

All sections of this form must be completed or attended to before this leaving form can be processed.

### Section 1 – Student Details (This section is to be completed by Parent/Guardian)

<b>Student Name</b>		<b>Roll Class</b>	
<b>Date of Birth</b>		<b>Age</b>	<b>Year Level</b>
<b>Date of Notification</b>	<b>Destination</b> (please tick and provide details)		
<b>Last date of Attendance</b>	Another Queensland State School:		
<b>Forwarding Address</b>	Another Queensland Private School:		
	Other (confirmation of Home schooling/Distance Ed registration required):		
	<b>Compulsory Participation Phase only</b> (please tick and provide details)		
	Further Learning (VET / TAFE / RTO etc - Documentation needs to be provided with Leaving Form confirming enrolment into VET course or Apprenticeship):		
	Apprenticeship (Full time – Documentation needs to be provided with Leaving Form confirming Apprenticeship):		
	Workforce (Letter from Employer must be provided stating that the student is working 25hrs or more):		
<b>Reason for Leaving</b>			
<b>Parent/Guardian Name</b>		<b>Signature</b>	<b>Date</b>

### Section 2 – Office Use Only

<b>Communication received by school:</b> <input type="radio"/> Letter/email (attach) <input type="radio"/> Personal Visit <input type="radio"/> Phone Call		<b>Date Leaving Form received</b>
<b>Contact Log entered on OneSchool:</b>	<b>OneSchool Reason:</b>	
<ul style="list-style-type: none"> <li><input type="radio"/> Deputy Principal / HOSES / GO</li> <li><input type="radio"/> Classroom Teacher / YLC / YL HOD</li> <li><input type="radio"/> Student Absences / Uniform loans</li> <li><input type="radio"/> Finance – Accounts Receivable</li> <li><input type="radio"/> Data Hub – (Yr 10 – Yr 12)</li> <li><input type="radio"/> Resource Centre (Textbooks/library books/home readers) – RC Manager</li> <li><input type="radio"/> Meridan Hire Laptop Program (Yr4 – Yr12) – HOD</li> <li><input type="radio"/> IT &amp; System Technicians</li> <li><input type="radio"/> Music equipment/instrument hire - IM Teacher</li> <li><input type="radio"/> Sports Uniform - Director of Netball/Basketball/Volleyball</li> <li><input type="radio"/> First Aid – FA Officer</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Initial School System enrolment</li> <li><input type="radio"/> State Primary/Preschool</li> <li><input type="radio"/> State Secondary</li> <li><input type="radio"/> State Special/Hospital School</li> <li><input type="radio"/> Non-State Primary/Preschool</li> <li><input type="radio"/> Non-State Secondary</li> <li><input type="radio"/> Home Schooling</li> <li><input type="radio"/> Other</li> <li><input type="radio"/> Unknown Destination</li> <li><input type="radio"/> Employment – Full Time</li> <li><input type="radio"/> Employment – Part Time</li> <li><input type="radio"/> Employment Status Unknown</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Unemployment</li> <li><input type="radio"/> University Course – Full Time</li> <li><input type="radio"/> University Course – Pat Time</li> <li><input type="radio"/> F/T VET / Further Education &amp; Training</li> <li><input type="radio"/> P/T VET / Further Education &amp; Training</li> <li><input type="radio"/> SQW Programs</li> <li><input type="radio"/> Apprenticeship/Traineeship</li> <li><input type="radio"/> Kindergarten</li> </ul>
<input type="radio"/> OneSchool Intended Departure Date Entered	<input type="radio"/> OneSchool Marked Left	<input type="radio"/> Student file archived
<b>Primary/Secondary Principal signature</b>		<b>Date</b>
<b>Circumstances Form Completed</b> <input type="radio"/> Supporting evidence attached (eg OneSchool contact, letter, SMS)		
<b>Executive Principal signature</b>		<b>Date</b>