



# Thomas Mitchell Primary School

## STUDENT TRANSFER/EXIT FORM



Surname :		Exit Date:
Student first name:	Student first name:	Student first name:
Class:	Class:	Class:

New School:		
<i>If transferring interstate &amp; wish information to be passed onto new school please ask for and complete Interstate Transfer Form</i>		
New Home Address if applicable:		<input type="checkbox"/> Noted on C21
New home number:	Mobile:	Email Address:

### *Parent Use*

Reason for transferring to another school:		
Is there any other information/requests you have? If so please list opposite.		
Have your child/ren's library books been returned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please attach listing of outstanding books to form Or Librarian to sign if all clear.....		
Please arrange with your child/ren's class teacher to collect their work and books from the classroom.		

Parent Signature:..... Date: ...../...../.....

***\*\*All documents are to be retained for archiving – if requested, the receiving school will receive photocopies of our documentation only\*\*\****

**Office Use**

Health Care Card Discount	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes has payment been allocated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Excursion participation updated	<input type="checkbox"/>	Credit charge if excursion not yet held	<input type="checkbox"/>
Camps/Sports/Excursion Fund (CSEF)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have all excursions/sports activities/camps been paid for & offset: If yes, balance: \$.....	<input type="checkbox"/> Yes <input type="checkbox"/> No
CSEF Payment		Create a cheque request upon confirmation of arrival at new school.	<input type="checkbox"/>
Library Books Returned	<input type="checkbox"/>	<input type="checkbox"/> If no, please attach listing of outstanding books to form & place invoice on system.	
Final Day attendances completed Last day of attendance .....			<input type="checkbox"/>
Remove redundant absence records if transfer is being done retrospectively.			<input type="checkbox"/>
Mark student inactive/left	<input type="checkbox"/>		
Students Entering /Exiting form to be completed & emailed to staff	<input type="checkbox"/>		
Collect file from teacher	<input type="checkbox"/>	Credits & Refunds processed prior to exit – attach copy <input type="checkbox"/> Transfer Note forwarded ...../...../..... Date file forwarded for archiving ...../...../.....	
Collect enrol documents	<input type="checkbox"/>		
Health Centre records	<input type="checkbox"/>		
AP records	<input type="checkbox"/>		
Archive student on GradeXpert	<input type="checkbox"/>		

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**Finalised Date:** ..... **Initials:** ..... **Business Manager Initials:** .....

***This form to be attached to transfer note copy and held with enrolment records at Thomas Mitchell PS.***