



Spring Hill Primary School

✉ springhill.ps@education.wa.edu.au
🌐 www.springhillps.wa.edu.au
📞 (08) 6207 3800
📍 50 Spring Hill, Tapping, WA, 6065

STUDENT EXIT FORM

THIS FORM 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 textbooks, library books and musical instruments) must be returned to the school.

STUDENT DETAILS

Student name			
Address			
Suburb		Postcode	
Year level	Room No.	DOB	
Parent/carer name			
Parent/carer mobile number			
Name of transferring school			
Suburb / State		Leaving Date	

REASON FOR EXIT (PLEASE TICK)

- moving to a new location
- seeking different educational opportunities
- moving into the Catholic or independent sectors
- moving overseas
- other, please specify: _____

Parent/carer signature: _____ Date: ____/____/____

OFFICE USE ONLY

- Classroom Teacher - (to be advised – request MIS portfolio from teacher /student records / medication to archive with student records)
- Library Officer – (books returned / outstanding / charges due)
- MCS / Administration - (check outstanding fees / charges / remove any billing items)
- Transfer note received - (Administration - request from destination school if not received – FORWARD TO DEPUTY PRINCIPALS WHEN RECEIVED)
- Remove student to Former roll - (Administration - enter leave date & destination school)
- Process School to School Export Data - (Administration – email data file if applicable)
- Records sent to Destination School - (Forward student file records to the new school where applicable)
- Archive Student file - (Administration – remove Part A & B enrolment form, attach student exit form, transfer note – then archive with student file records where necessary)

Administration Signature: _____ Date Processed: ____/____/____