



STUDENT CLEARANCE FORM

PARENT/GUARDIAN

NOTIFIED SCHOOL BY: - Phone - Letter - Visit - Email - Txt Msg

ADMINISTRATION: Admin Initiate x
PROCESS

1. Report to Admin to notify of leaving date and collect leaving form.
2. By last day, return books and report to sections which have been highlighted for signature.
3. Return Leaving Form to Admin for processing and issue of transfer. *Refund issued on completion of Clearance Form.*

SECTION A: Student Details

STUDENT'S NAME:		I.D.	FORM CLASS:
DATE OF BIRTH:	AGE AT LEAVING:	DATE LEAVING:	
REASON FOR LEAVING			
<input type="checkbox"/> APPLICATION FOR EXEMPTION		<input type="checkbox"/> TRANSFERRING TO ANOTHER SCHOOL	
Reason:		DESTINATION SCHOOL:	
		Reason:	
PARENT/GUARDIAN CONTACT:		FORWARDING ADDRESS: (for forwarding of pro-rata refund if applicable):	
PARENT SIGNATURE:			
BANK ACCOUNT DETAILS FOR EFT:		ACCOUNT NUMBER:	
		BSB:	

SECTION B: Clearance process

- All books and materials owned by the school must be returned and all money owed to the school must be paid.
- You must obtain the following signatures to show this has been done.
- Once this is complete return this form to administration.
- If you are transferring to another Queensland State High School you may request a transfer form which will only be issued when you are cleared.
- Reimbursement of monies owed to you by the school will be deposited by EFT into your nominated bank account.

SIGNATURES ARE REQUIRED FROM THE FOLLOWING DEPARTMENTS	SIGNATURE
1. UNIFORM & MONEY BORROWED (Student Services)	
2. LAPTOP (IT)	
3. ACCOUNTS	
4. TRAINEESHIPS	



OFFICE USE ONLY

OTHER ITEMS OUTSTANDING (PLEASE SPECIFY)

1. LAPTOP (DETAILS OF CONDITION) IT DEPARTMENT

2. UNIFORM & MONEY BORROWED (Student Services)

3. OTHER

TOTAL 2018 SRS FEES PAID:	\$
CREDIT ON ACCOUNT:	\$
GOVERNMENT TEXTBOOK ALLOWANCE REFUND:	\$
SUB TOTAL:	\$
LESS AMOUNT OUTSTANDING FOR RESOURCES:	\$
LESS AMOUNT OUTSTANDING FOR TEXTBOOKS:	\$
LESS AMOUNT OWING FOR SUBJECT LEVIES:	\$
TOTAL:	
PAYMENT APPROVED:	
REFUND ISSUED:	\$
CHEQUE NO:	
AMOUNT OWING TO SCHOOL:	\$

OFFICE USE ONLY

COPY OF TIMETABLE ON STUDENT FILE:

BANK DETAILS RECORDED ON ONESCHOOL:

REMOVED FROM ONE SCHOOL:

REMOVED FROM SDCS: NA

CREDIT ADJUSTMENTS / PARENT REFUNDS:

1. \$ _____ Comment: _____

2. \$ _____ Comment: _____

3. \$ _____ Comment: _____

Approved by Director Junior/Senior Secondary Signature

Date: ___ / ___ / ___

Approved by Principal

Signature

Date: ___ / ___ / ___