

# STUDENT LEAVING FORM YEARS 10 – 12



CHANCELLOR  
STATE COLLEGE

*The best we can be*

N.B. All sections of this form MUST be completed or attended to before this leaving form can be processed.

## Section 1 *(This section is to be completed by Parent/Guardian)*

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student Name: \_\_\_\_\_ Roll Class: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Last day of attendance: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Destination:

☐ Another School \_\_\_\_\_ ☐ VET Option: \_\_\_\_\_

☐ Interstate School \_\_\_\_\_ ☐ Workforce (letter from employer must be provided)

☐ Other \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Section 2 – Compulsory Phase of Learning

I have been provided with access to the Legislation relating to the Compulsory Phase of Schooling and the Compulsory Participation Phase of Learning.

Parent/Guardian Signature: \_\_\_\_\_

## Section 3 *(This section to be completed by each of your teachers)*

Roll Class Teacher: \_\_\_\_\_ Signature: \_\_\_\_\_

Year Coordinator: \_\_\_\_\_ Signature: \_\_\_\_\_

Guidance Officer Signature *(Year 12 only)*: \_\_\_\_\_

## Section 4

Are you currently undertaking a school based Traineeship/Apprenticeship?

☐ No ☐ Yes (Please make an appointment to see the traineeship coordinator)

Do you do a VET Subject? ☐ No ☐ Yes (Please list below)

Have you gained any Competencies? ☐ No ☐ Yes

TAFE Notified ☐ No ☐ Yes

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## Section 4 – Returns

	Returned Yes	Returned No	Teacher's Signature
Laptop			
Resource Centre (Textbooks, Library Books)			
Sports Uniform (Sports Teacher)			
Band Uniform/Equipment (Music Teacher)			

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### Authority for Leaving (Office Use Only)

Advice from Parents/Guardians

☐ Letter

☐ Phone Call

☐ Personal Visit

☐ Administration Interview

\_\_\_\_\_  
Principal's Signature