

# STUDENT LEAVING FORM PREP – YEAR 9



**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 *(This section to be completed by your teacher)*

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

## Section 4 – Returns

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

## Authority for Leaving (Office Use Only)

Advice from Parents/Guardians

Letter

Phone Call

Personal Visit

Administration Interview

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