

# Student Exit Form 2018



My son/daughter \_\_\_\_\_  
from room \_\_\_\_\_, teacher \_\_\_\_\_,  
will be leaving Lathlain Primary School on \_\_\_\_/\_\_\_\_/2018  
and transferring to \_\_\_\_\_ Primary School  
or to \_\_\_\_\_ overseas/interstate (please write which country or state).  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## OFFICE USE ONLY

EXIT CHECKLIST	Completed by	Date Completed
Photocopy exit form for class teacher	Office	
Outstanding billing items paid for	Office	
Transfer note received from new school	Office	
Student records sent to new school	Office	
File student enrolment form	Office	
Student has taken all belongings	Class Teacher	
Any outstanding library books have been returned	Class Teacher	
Lost library books paid for	Class Teacher	

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