



Student Transfer/Exit Form

239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: cranbourne.south.ps@edumail.vic.gov.au Website:

<http://www.cranbournesouth.vic.edu.au/>

Family ID/Surname : _____

Student information

Student name: _____ Class: _____ Room _____

Student name: _____ Class: _____ Room _____

Student name: _____ Class: _____ Room _____

Proposed Exit Date: _____

Transferring to: _____ (School Name) in the

suburb/state of _____ commencing on (date): ____ / ____ / ____

Please indicate **the reason for leaving** Cranbourne South Primary School.

E.g. Moving interstate, relocating: _____

Forwarding address: _____

Parent Authorisation

I _____ (Name of Parent/Guardian)

Request that my child/children listed above be granted a transfer note

Parent Signature/s: _____

Office use only:

- | | | | | | |
|---------------------------|------------------------------|-----------------------------|-----------------------------|------------------------------|-----------------------------|
| • Exec. notified | Yes <input type="checkbox"/> | No <input type="checkbox"/> | • Outstanding invoices | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Class teacher notified | Yes <input type="checkbox"/> | No <input type="checkbox"/> | • Outstanding invoices paid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Student Welfare entered | Yes <input type="checkbox"/> | No <input type="checkbox"/> | • CSEF to be transferred | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Flagged as leaving | Yes <input type="checkbox"/> | No <input type="checkbox"/> | • CSEF transfer complete | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Transfer data sent | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | | |