



# Student Transfer/Exit Form

239 Pearcedale Road Cranbourne South VIC 3977 Tel: 9782 2999

Email: [cranbourne.south.ps@edumail.vic.gov.au](mailto: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"/> |                             |                              |                             |