



Student Exit Form

This form must be completed by the parent/carer of any student leaving the school and returned to the front office prior to the student's final day of attendance. Relevant sections must be completed by school administration or leadership staff.

| CURRENT ENROLMENT DETAILS (TO BE FILLED IN BY SCHOOL ADMINISTRATION) | | |
|--|---------------|-------------|
| Surname: | Given name/s: | |
| Date of Birth: | Student ID: | VSN: |
| Teacher/s: | Home group: | Year level: |
| Home address: | | |

| TRANSFER DETAILS (TO BE FILLED IN BY PARENT/CARER) |
|---|
| My child will be transferring to the following school: |
| Their last day of attendance at Bell Primary School will be: |
| Their first day of attendance at their new school will be: |
| Reason for transfer: <input type="checkbox"/> Moving house <input type="checkbox"/> Moving overseas <input type="checkbox"/> Seeking specialised learning support/alternative learning environment <input type="checkbox"/> Scholarship/successful entry application <input type="checkbox"/> Other: _____ |
| New address (if applicable): |

| TRANSFER DECLARATION (PARENT/CARER) | | |
|---|------------|-------|
| <ul style="list-style-type: none">❖ I confirm that the above details are correct and that if any changes occur after I have signed this form, I will communicate them to relevant Bell Primary School staff.❖ I understand that my child's enrolment data will be digitally transferred to their new school (Victorian government schools only).❖ I understand that my child's most recent academic report/s will be provided to their new school by Bell Primary School staff. If applicable, further information such as medical management plans or Individual Education Plans may also be provided if deemed necessary to support my child's transfer.❖ I understand that any outstanding payments for activities my child has participated in or will participate in before they leave Bell Primary School must be finalised prior to their exit. | | |
| Name: | Signature: | Date: |

| TRANSFER APPROVAL (PRINCIPAL OR NOMINEE) | | |
|---|------------|-------|
| <ul style="list-style-type: none">❖ I acknowledge that this student will no longer be enrolled at Bell Primary School after the date listed above and confirm that all administrative requirements relating to their transfer will be fulfilled by Bell Primary School staff. | | |
| Name: | Signature: | Date: |