Mount Lawley PRIMARY SCHOOL

Strive for Wisdom

MOUNT LAWLEY PRIMARY SCHOOL

STUDENT EXIT FORM

One form for each student must be completed for each student leaving the school at least 5 days prior to student exit date. It is designed to support a successful transition.

Before leaving, all resources - including, library books and hire musical instruments - must be returned to the school.

Student Name: _____ Date of Birth: / /

Year Level: ____ Room: _____ Last day at Mount Lawley Primary School: / /

Reason for withdrawal from MLPS:

☐ Moving within WA ☐ Moving overseas ☐ Moving to a Catholic / Independent School

☐ Other (please specify): _____

Name of new school: _____

Suburb: _____ State: _____

Please ensure the following has been completed before submitting this form. Tick each relevant box to mark as completed:

☐ Outstanding items paid
☐ Classroom Teachers Notified
☐ Specialist Teachers Notified
☐ Library / Classroom Books returned
☐ Instrument Returned
☐ IMSS Teacher Notified
☐ Medication Collected
☐ Download School Reports from Compass / Connect

Parent / Guardian Name: _____

Parent / Guardian Signature: Date: / /

OFFICE USE ONLY

☐ Transfer Note Received
☐ Student Moved to Former Roll
☐ Remove from Brightpath
☐ Remove from MathTrek
☐ Remove from Mathletics
☐ Email to parent re refunds of Unallocated Credit (UAC)
☐ Student File sent to destination school
☐
☐

Completed by : _____ Date: / /