



# McDOWALL STATE SCHOOL

## STUDENT TRANSFER / DEPARTURE ADVICE

Please return this form to School Administration as soon as possible

Should any parent be aware that their enrolled child will be transferring or departing from McDowall State School at the end of this school year, you are requested to advise School Administration as soon as possible.

This information assists the Principal in better informing both class sizes and teacher employment requirements for the new school year.

Should your child require assistance in transitioning between schools, McDowall State School are pleased to offer any professional advice or support that a parent may require.

**Please advise** *(if you haven't already done so)* **School Administration if your child will not be continuing their Years 1-6 education at the McDowall State School in 2019.**

<b>Name of Student:</b>		<b>Class:</b>	
-------------------------	--	---------------	--

<b>Expected Last Date of Attendance:</b>	<i>Or</i> End of School Year
--	------------------------------

<b>Next School Name:</b>	
--------------------------	--

▪ Have all library books and materials been returned?	Yes	No
▪ Have all reading books or other class borrowed resources been returned?	Yes	No
▪ Have all musical instruments or other borrowed resources been returned?	Yes	No
▪ Have any borrowed school uniforms, vests, sports items or hats been returned?	Yes	No
▪ Are there any outstanding school accounts to be paid?	Yes	No
▪ Are there any outstanding P&C Association accounts to be paid?	Yes	No
▪ Are there any refunds or part refunds owing?	Yes	No
▪ Have all personal belongings been collected from the school?	Yes	No

<b>Parent's Signature:</b>		<b>Date:</b>	
----------------------------	--	--------------	--

<b>Checked By:</b>	<b>School Administration Signature:</b>	
--------------------	---	--