



# Yass High School

## Leavers Form

This form must be fully completed before clearance, or a reference can be issued.

Have you presented a letter from your parent/carer informing the school that you are leaving? If NOT you must produce such a letter before you can begin the process. Letter must be attached to the form.

<b>Surname:</b>	<b>Given Name/s:</b>
<b>Date of Birth:</b> /     /	<b>Year:</b>
<b>NESA student ID:</b>	
<b>Date Leaving:</b> /     /	

School Transfer	Employment
New School: .....	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Full Time Employment (35hrs +)
Address: .....	Employer: .....
New Residential Address: .....	Employer Address: .....
Telephone: .....	Telephone: .....

Enter the subjects you are studying in the spaces below.  
 The Librarian, Sports Co-ordinator, Class Teachers & Head Teacher's for each subject you are studying must sign you out.  
 All books and school equipment in your possession are to be returned. Unless this occurs, you will not be signed out.

Subject	Books/Equipment Returned	Class Teacher	Head Teacher
	<b>Initial &amp; Date</b>		<b>Initial &amp; Date</b>
Librarian			
Sports Coordinator			
Curriculum Coordinator		NESA Entry withdrawn	
Careers Adviser			
Year Adviser			
Deputy Principal			
Principal		NESA VET finalised	
VET Coordinator (J. Southwell)		T VET finalised	
Item Returns	Returned?	Initial & Date	Fees Outstanding
YONDR Pouch	<input type="checkbox"/>		
Locker Key	<input type="checkbox"/>		<b>Paid</b>
Laptop Loan	<input type="checkbox"/>		<input type="checkbox"/>
Library Books	<input type="checkbox"/>		<b>Date</b>
Musical Instrument (J Hansson)	<input type="checkbox"/>		

Parent/Carer Signature: .....

Parent/Carer Print Name: ..... Date: .....

**Please return YONDR pouch and/or locker key, or a \$10 fee will be charged for each unreturned item.**

## Information for Students

### General Information

1. All sections of this form must be completed as part of the procedure to leave Yass High School.
2. The letter from either your parents or carers you supply to officially inform the school that you intend to leave will be attached to this form. This letter should contain information about the reason/s for you leaving and your destination, whether it be a transfer to another school or to employment. This information is important to allow the transfer of school records to your new school or future contact should it prove necessary.
3. If there is more than one member of your family leaving Yass High you will need to complete a form for each member of your family. Only one letter informing the school that you are leaving is required. A copy of the letter will be attached your siblings leavers form.
4. As part of the process any outstanding fees should be paid.
5. No references or other documents can be provided until this form is completed and any fees, school material, including books are finalised.

### Procedure

1. The office staff will enter information about your destination and subjects onto the form.
2. Once this information is entered visit your Class Teachers and relevant Head Teacher for their signatures. You should return all books and school equipment at this time. You cannot be signed off until this fully completed.
3. You will also be required so see your Year Adviser, Careers Adviser, School Counsellor, Stage Curriculum Coordinator in addition to the Deputy Principal and Principal for their signatures.
4. Return this form to the Front Office for checking. Once the Office Staff and your Stage Curriculum Coordinator have completed their work any required documents will be forward to you.

### Information for Teaching Staff

1. When a student presents this form to you do not sign the form unless any textbooks and other school equipment is their possession is returned to you. The student will be required to return for your signature when they have with them the texts and other school equipment in their possession.
2. Head Teachers are required to co-sign this form as well as subject teachers. Please ensure that any textbooks or equipment is returned.

## CHANGE OF STATUS – LEAVERS

### DESTINATION

- Apprenticeship (Full Time)
- Full Time Employment (35 hrs +)
- Interstate
- NSW Govt School
- NSW Non Govt School
- Not in Labour force & education & training
- Overseas school
- P/T Employment < 35 hrs or casual
- P/T Employ & p/t study
- Seeking employment
- TAFE or other RTO
- Traineeship (F/T)
- University
- University Entry deferred
- YYY Other Destination
- Unknown/Not Provided

### REASONS

- Course Work too Difficult
- Family Responsibilities
- Financial Hardship
- Health Issues
- Lack of relevant courses
- Mental health issues
- No motivation to continue schooling
- Offered apprenticeship/traineeship
- Parental responsibilities
- Prefer a workforce option
- Unable to meet behaviour expectations
- Unable to meet attendance expectations
- Vocational education needs not met
- Not applicable
- Other Reason
- Unknown/Not provided

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_