



## Student Exit Form

This document is to provide information and assist the principal with ensuring the continuity of the student's educational program and meet duty of care obligations in relation to the student and school community. The student will not be removed from school rolls until enrolled in an alternative education destination.

**Privacy notice:** The Department of Education is collecting this information in accordance with Chapter 14 of the Education (General Provisions) Act 2006 in order to create a consistent student transfer system for movement between any schools within Queensland in accordance with s.426 of the Education (General Provisions) Act 2006, this information will only be accessed by authorised and school and departmental employees and should not be given to any other person or agency unless permitted or required by law.

### Student Identifying Information

Student name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Class: \_\_\_\_\_ Intended last day: \_\_\_\_\_

Reason for Transitioning: \_\_\_\_\_

### Destination

Queensland  Interstate  Overseas

Intended start date at new school destination: \_\_\_\_\_

School Name: \_\_\_\_\_

*(If the school is unknown, record the intended destination city/suburb and include contact details below for follow up)*

### Forwarding Contacts

Contact Person (in new destination): \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ or \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Email: \_\_\_\_\_

I confirm that the information provided above is true and correct.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_