Highgate Primary School

Student Leave Notice

Child/ren's names: _____

Child/ren's classroom: _____

Holiday/Extended Leave

Last date of attendance: _____

Date returning to school: _____

☐ Going on holidays. Destination: _____

☐ Returning to home county/overseas for special purposes. Reason: _____

_____

Please be advised that any holiday leave taken during school terms will be recorded as an unauthorised vacation.

Leaving Highgate Primary School

Last date of attendance: _____

☐ Moving to another school in WA. Name of school: _____

☐ Moving interstate. Please circle: SA VIC NSW QLD TAS NT ACT

☐ Moving overseas. Name of country: _____

Administrative details will be forwarded to the new school where possible.

Personal items should be taken with the student on their final day. Do you give permission for any personal items left behind to be disposed of or re-used? Yes ☐ No ☐

Print Name: _____ Relationship to child: _____

Signature: _____ Date: _____

Office Use Only

Principal: _____ Date: _____

Entered Activities in Compass: ☐ Entered Activities in OneNote: ☐

Emailed Staff: ☐