Highgate Primary School

I would like to inform you that my child/ren _____,

will be leaving Highgate Primary School.

Their last day of attendance will be : _____.

The reason my child/ren will not be attending is because we are:

☐   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: _____

☐   Going on holidays: Destination: _____

   Date leaving: _____   Date returning: _____

☐   Returning to home county/overseas for special purposes:

   Date leaving: _____   Date returning: _____

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: _____

Notes:

_____

_____

Office Us Only: Principal: _____   Date: _____

RM Billing Checked: ☐   Entered into Activities in Integris : ☐

Library Checked : ☐   Emailed Staff: ☐