



## EXITING ADVICE FORM

Thank you for taking the time to provide us with details of your child/children's departure from Mother Teresa Catholic School.

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

We wish to advise that our child /ren listed below will be leaving Mother Teresa Catholic School as detailed below:

Child's Name: Year Level: \_\_\_\_\_

Child's Name: Year Level: \_\_\_\_\_

Child's Name: Year Level: \_\_\_\_\_

Our child /ren's last day of school: \_\_\_\_\_ (date)

Reason(s) child /ren are leaving: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Our child /ren will be attending the following school:

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

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

Phone Number: \_\_\_\_\_

Our forwarding details are:

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

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

Phone Number \_\_\_\_\_

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

- CHECK LIST:     School Fees Account finalised     Library Books returned  
                      Personal belongings collected     School resources returned

I / We give permission for the Principal or the Principal's representative to release any relevant reports/documentation requested by my child/children's new school.

\_\_\_\_\_  
SIGNATURE OF PARENT/CARER

\_\_\_\_\_  
SIGNATURE OF PARENT/CARER