



**ALBANY
CREEK
STATE
HIGH
SCHOOL**

STUDENT EXIT FORM

Date	Student ID	Year Level	Last Day to Attend

Student's Full Name: _____ Current Age: ____ year's ____ months

Current Address: _____

_____ Contact Phone Number: _____

If this student is due a refund (*please see below) on the Resource Hire Scheme I/we prefer payment by:

☐ Credit siblings school account: Name: _____ Year: _____

☐ Credit my/ our Bank Account: Bank: _____ BSB: _____

Account No: _____ Account Name: _____

***I understand that outstanding fees have been paid in full and all resources including: all textbooks, library books, musical instruments have been returned ***

Please share with us the reason for leaving Albany Creek State High School:

REASON FOR DEPARTURE (Please tick one of the following)

☐ Transferring to another school in Qld: School name: _____

☐ Moving interstate to another school: School name: _____

☐ Pursuing other interests (**only if over 17 years of age**)

In Queensland, it is compulsory to attend school until the end of Year 10 or until you turn 16 years of age (which ever is earlier), unless you have been granted:

☐ An exemption (application form must be completed) or

☐ Flexible Learning Arrangement: Institution _____

Course: _____

It is also in Queensland compulsory by law, to continue in schooling until you complete Year 12 or until you turn 17 years of age, unless:

☐ You have a job – at least 25 hours a week.

Please provide a letter of proof from your Employer and attach it to this form.

Employers name: _____

☐ Undertaking further training e.g. TAFE/Tertiary study/Private Registered Training Organisation

Institution: _____

Course: _____

I understand the compulsory school age and compulsory participation phase conditions and agree if my child/ren's circumstances change, I must re-enrol them at a Queensland school, TAFE, Tertiary study or apply for an exemption if my child/ren has/have **not turned 17 years of age or completed Year 12.**

Parent's Signature: _____ Student's Signature: _____

(Office Use Only)

Office Staff

1. **Notify Resource Hire, Library and Accounts Receivable**
(on receipt of Student Exit Form)

Signature Date

2. **Principal /Deputy Principal**
(Student absences check)

Signature Date

3. **Office Staff**
(Ensure Student absences and Bank Details have been
checked and recorded, OneSchool Exit Processed,
Inform Student Attendance Officer **cross name off
Wave/Roll Class on physical roll

Signature Date

4. **Resource Hire Scheme Co-Ordinator**

Signature Date

Subject	Returned (Signature)	Not Returned		Parent Contacted
		Title of Resource	Replacement Cost	

5. **Library**
(Outstanding Loans)

Signature Date

Title of Resource	Replacement Cost

6. **Senior Schooling (Years 10,11 and 12 only)**

QCAA Portal

Signature Date

7. **Accounts Receivable**

Signature Date

Refund of \$ _____ to be

- ☐ Credited to ACSHS Student Account _____
☐ Pay to Bank Account _____
☐ Send Cheque – No. _____

8. Business Services Manager

Signature

Date