

Year 11 and 12 Clearance Form



Please complete this form and return it to the Enrolment Officer on your last day of attendance.

Student Details

Student Name:

Year Level: PC Group: Leaving Date:

Postal Address *(new address if moving)*

Postal Address:

Suburb: State: Postcode:

Leaving Details

I am transferring to another College (Name of College)

Please tick what you will be doing when you leave St Clare's College.

- I am moving interstate or overseas
 I intend to go to University
 I have an apprenticeship
 I have a traineeship
 I have a place at CIT
 I have a place at a training provider other than CIT
 I intend to look for a training place
 I have a full-time job
 I have a part-time job
 I intend to look for a job

Notify each of your subject teachers and have them sign below

Line	Subject	Teacher	Initials
A			
B			
C			
D			
E			
F			
G			
H			

Signatures

Librarian/Text Book Hire: Return all your books to the library.
If applicable: Library staff to attach list of outstanding books to this form.

Coordinator: End of year requirements are met. Clean out your locker and ask your Coordinator to check it.

VET Facilitator: See VET Facilitator if completing an ASBA.

IT Help Desk: Return your laptop to the IT Help Desk.

Assistant Principal, Curriculum & Assessment: Assistant Principal, Curriculum & Assessment to confirm subject grades.

Parent/Carer Signature: Enrolment Officer: