

**CHECKLIST FOR STUDENTS LEAVING HARRISON SCHOOL PERMANENTLY  
PARENTS – PLEASE COMPLETE AND RETURN TO THE FRONT OFFICE**

**\*All fields in the parent section are required to be completed.**

\*STUDENT NAME: \_\_\_\_\_

\*CLASS: \_\_\_\_\_ \*CLASS TEACHER: \_\_\_\_\_

\*LAST DATE OF SCHOOL AT HARRISON: \_\_\_\_\_

\*NEW SCHOOL NAME: \_\_\_\_\_

\*FORWARDING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

\*CONTACT NUMBER: \_\_\_\_\_

\*PARENT NAME: \_\_\_\_\_

\*PARENT SIGNATURE: \_\_\_\_\_ \*DATE: \_\_\_\_\_

**LIBRARY USE ONLY**

Chrome book returned (Yrs. 7 – 10 only) Y / N / ACT school

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

Library books returned? Y / N Signed: \_\_\_\_\_

**OFFICE USE ONLY Office to complete:**

Scan and email form to: Yr. level Student Engagement Officer/and Team Leader:

Home Room teacher:  Library:

Locker:  SENTRAL Updated:  Absences printed:  Timetabler Updated:

File sent to other ACT public school / Filed in archive cabinets:

Checklist completed:  Date: \_\_\_\_\_ By: \_\_\_\_\_

Notes: \_\_\_\_\_