



# Leaving Form

Please complete this form during your **FINAL week of attendance at school.**

<b>STUDENT NAME</b>		<b>Year:</b>	<b>K Group:</b>
<b>FORWARDING ADDRESS</b> (home country)			
<b>EMAIL ADDRESS</b>			
<b>LAST DAY AT SCHOOL</b>			
<b>LEAVING TO ATTEND</b>	<p>I am completing one of the following in:    <b>NZ</b> <input type="checkbox"/>    or <b>Overseas</b> <input type="checkbox"/></p> <p>a. <b>Another school:</b> _____</p> <p>b. <b>Further study at:</b> _____</p> <p>c. <b>Employment with:</b> _____</p>		

Please visit the following departments / people,  
and have them sign to indicate there are no items or payments outstanding.

<b>Resource Room</b> Textbooks		
<b>Library</b> Library Books		
<b>School Office</b> Locker Key		
<b>Finance Department</b> BOT Account	Mrs Rippey	
<b>Uniform Shop</b> Account / Sale / Refund		
<b>International</b> Exit Interview		
<b>K Group Teacher</b>		

Please return your completed form to the International Office **before you leave school.**

**Thank you**

Please note that your computer account will be closed on your last day at school.  
Therefore any of your own work needs to be copied or retrieved before then.

**For Office use only:**

- Enter data from Exit Survey and Print (Administrator)
- Process any refunds / bond (Student Services Coordinator)
- Return personal funds (Student Services Coordinator)
- Close BNZ Bank Account/s (Student Services Coordinator)
- Change student status in KAMAR (Administrator)
- Change student status in ENROL (Administrator)
- Notify Immigration Service if applicable (Director)
- Update Student Excel Spreadsheet (Administrator)
- Change student status in eSCHOOL once accounts are clear (Administrator)