# School Exit Form - Victorian Government Schools

## Purpose

This form must be completed for a student exiting a Victorian government school following behaviour incidents. It is designed to support a successful and positive transition and should be attached to the student’s CASES21 record.

| STUDENT DETAILS |
| --- |
| Student name  |  |
| Address  |  |
| Suburb |  | Postcode |  |
| Year level  |  | VSN |  | Student DoB |  |
| Parent/carer name  |  |
| Parent/carer contact number |  |

## Reason for exit (please tick)

* moving to a new location
* seeking different educational opportunities
* moving into the Catholic or independent sectors
* granted a school leaving exemption
* other, please specify:

| DESTINATION (TICK APPROPRIATE OPTION AND PROVIDE DETAILS) |
| --- |
| 🞏 | New school (full name) |  |
| 🞏 | TAFE |  |
| 🞏 | Senior Secondary Reengagement Program |  |
| 🞏 | Flexible Learning Option |  |
| 🞏 | Learn Local |  |
| 🞏 | Other, please specify: |  |

## Transition Supports

| Detail any support you think may be required for the student to make a successful and positive transition and any referrals that you may have made |
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|  |

## VCE Student Declaration

Please tick the appropriate box:

* **Please withdraw my enrolment from VCE**
* **Please transfer my enrolment and VCE records to my new school or setting.**

Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date*: \_\_\_\_\_/\_\_\_\_/\_\_\_\_\_*

Student VASS Number:\_\_\_*\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Action Checklist

* referrals made (including in consultation with any engaged support staff or services)
* information about the student and their needs been transferred to the new setting
* upload this form to CASES21 record
* library books returned
* other items of school property returned (e.g. computers, instruments etc.)
* no monies owing to the school

Principal signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_/\_\_\_\_/\_\_\_\_

Parent/carer signature: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date: \_\_\_/\_\_\_\_/\_\_\_\_

Note: adult students may wish to complete this section instead of their parents/carers. Other students aged under 18 may also wish to be recognised as a mature minor and complete this section.