



Student/Family Exit Checklist

When a student is withdrawing from the school, fill in the information below and forward this form to the person who will initiate the exiting process.

Name	
Last Day	
Grade	
New School	
Forwarding Address	

Please initial when task is completed and forward on to the next person involved in the exit process.

Items	Task Completed
Remove student information from SIRS.	
Remove student computer profile on network.	
Inform relevant teachers and librarian of the withdrawal from their classes.	
Collect lock and arrange cleaning of locker.	
Gym locker - collect lock and arrange cleaning of locker.	
Collect all text books and school property.	
Process refund/invoicing of student fees owing.	
Provide Form 304-2 Departure Review to student/family.	
Return Student Exit Checklist form to Principal for filing.	