

Details are to be completed by the student LEAVING and he/she must ensure that the relevant clearance signatures are obtained and the form given to the Head of School Secretary in return for your Record of Achievement and Testimonial.

Name: _____

House: _____ Mobile: _____

Email (other than TAS email address) _____

Destination next year: (ie. GAP year, University applications etc) _____

Clearance Check List

- **Take your laptop to the IT Centre to have software removed (this is a requirement so as not to breach the school's licensing agreement). The IT Department will also need to disassociate the laptop from the TAS managed directory and enable administration rights for the student.**

(preferably as soon as possible after your last exam)

Department	Return to:	Staff Member & Signature	Date	Notes
Music <i>(if applicable)</i>	All books /instruments equipment returned TO MUSIC CENTRE			If applicable
Cadets <i>(if applicable)</i>	All uniform/equipment returned to Q-STORE	Mr S. Ball		If applicable
Medical Centre <i>(boarders only)</i>	All medication/X-rays collected from MEDICAL CENTRE	Sister		
Head of House / Director of Pastoral Care	Areas/lockers cleared	Head of House / Director of Pastoral Care		

Head of School Signature _____ Date _____