

Details are to be completed by the student LEAVING and he/she must ensure that the relevant clearance signatures are obtained.

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

**HOUSE:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

**EMAIL ADDRESS (other than TAS email address)** \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_ **POST CODE:** \_\_\_\_\_

**MOBILE NUMBER:** \_\_\_\_\_

<h2>Clearance Check List</h2>
-------------------------------

- **Return all Subject Texts to your teacher and Library Books to the LIBRARY**
- **Return your Computer and Charger to the COMPUTER CENTRE**

Department	Return to:	Staff Member & Signature	Date	Notes
ALL SUBJECTS	TEXTS TO ISSUING TEACHER			
Library Loans	TO LIBRARY			
Music	All books /instruments equipment returned TO MUSIC CENTRE			
Cadets	All uniform/equipment returned to Q-STORE	<b>Mr S. Ball</b>		
Medical Centre	All medication/X-rays collected from MEDICAL CENTRE	<b>Sister</b>		
Head of House/ Director of Pastoral Care	Areas/lockers cleared	<b>Head of House / Director of Pastoral Care</b>		

**COMPUTER RETURN TO COMPUTER CENTRE**

	Returned	Clean	Repair needed	Notes
Office Use:				
Computer				
Charger				

**NOTE:** Any irregularities or damage charges should be noted.

**Please take your completed "Student Leaver's Form" to the Head of School Secretary before you leave.**

Head of School Signature \_\_\_\_\_ Date \_\_\_\_\_

*cc Accounts Office*