



Mater Dei Catholic College Clearance Form

PO Box 8185, KOORINGAL NSW 2650 T: 02 6923 8300 F: 02 6923 8399 mdcc-info@ww.catholic.edu.au

STUDENT INFORMATION

Name:	DOB:
Homegroup:	Last day of attendance:
Year: /	*Student Alternate email address:

DECLARATION BY PARENT/CARER - My Son/Daughter will be going to:

Employment: YES/NO Name of Employer:	Transfer to another School: YES/NO School Name:
Further Education/University: YES/NO Name:	Other:
Forwarding Address: Parent/Carer name: (Mr/Mrs/Ms):	
Address:	State: Postcode:
Email:	Other email:
Telephone Home:	Mobile:
Work:	
Father/Carer – Print Name:	Mother/Carer – Print Name:
Signature: Date:	Signature: Date:

Please note: Outstanding Fees YES/NO (If Yes please contact the Finance Manager on 02 6923 8300 Email: kingr1@ww.catholic.edu.au)

STUDENT REQUIREMENTS (Student to return items as listed below and have the appropriate staff member sign on return)

Text books returned:	YES / NO	Library Books returned:	YES / NO
Hospitality Uniform Returned:	YES / NO or N/A	Laptop/bag/charger returned:	YES / NO or N/A
Musical Instrument returned:	YES / NO or N/A	Music Shirt returned:	YES / NO or N/A

Reports

Academic Progress Statement – Year 7-10

An interim report transcript will only be provided if a student has been at the College for greater than 10 weeks from the commencement of a semester. The transcript will state each subject that is currently being studied with a grade indicating their current level of achievement.

Academic Progress Statement – Year 11 and 12

Students who leave the College prior to the bi-annual reporting periods (end Term 2 and last day of School year) will not be eligible for a comprehensive report. The College will complete ROSA notification requirements as prescribed by NESA. A ROSA is issued by NESA on request to them: www.educationstandards.nsw.edu



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OFFICE USE ONLY

Leaving Age:	Enrolled into Year:
Last day of attendance:	Enrolment withdrawn:

Copies to: Leader of Students, Leader of Curriculum, Finance Manager, House Leader, Home Group Teacher, Resource Centre Manager, Curriculum Support Officer, Receptionist, IT Manager, IT Support, Inclusive Education Team

Phone call made by member of Leadership Team (if necessary)	Signature:	Date:
	_____	_____

OFFICE USE ONLY

WHAT	WHO	ACTIONS TO OCCUR
Fees	Finance Manager	<input type="checkbox"/> Receive Clearance Form <input type="checkbox"/> Adjust Fees <input type="checkbox"/> Roll out Student to Alumni
NESA	Curriculum Support Officer	<input type="checkbox"/> Moving Schools <input type="checkbox"/> Interstate – ROSA <input type="checkbox"/> Leaving School - ROSA
Federal Government	Student Support Officer	<input type="checkbox"/> Leaving School under 16 years – complete and submit forms
Timetable	Leader of Curriculum	<input type="checkbox"/> Remove from timetable data base <input type="checkbox"/> Sync to Edval Web
Report transcript	Leader of Curriculum/Curriculum Support Officer	<input type="checkbox"/> Confirm grades from KLA's <input type="checkbox"/> Produce document
CANVAS	Curriculum Support Officer/IT Department	<input type="checkbox"/> Remove from CANVAS
IT	IT Department	<input type="checkbox"/> Collect Laptop and Case <input type="checkbox"/> Delete email account if leaving CEDWW
Resource Centre	Resource Centre Manager	<input type="checkbox"/> Confirm all text books/library books have been returned <input type="checkbox"/> Itemised account to Finance Manager for outstanding loans if not returned