



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 to tick and sign on return)

| | | | |
|-------------------------------|--|------------------------------|--|
| Text books returned: | | Library Books returned: | |
| Hospitality Uniform Returned: | | Laptop/bag/charger returned: | |
| Musical Instrument returned: | | Music Shirt returned: | |

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| Last day of attendance: | Enrolment withdrawn: |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, Charger and Bag <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 |