

CLEARANCE and LEAVERS FORM

[Dickson College uses this form for statistical, reporting and certification purposes. Please complete all sections of the form and return it to the college.]



Please use BLOCK LETTERS when completing this form.

Student surname

Student given name

Street address

Suburb/town State Postcode

Date of birth and age* / / and years old* SIEC Connect 10 Year 11 Year 12
(please circle one)

ID Number

Student mobile phone

Coming back next semester? >>> Complete *this* page.

Leaving school?*>>> Complete this page *and* the next page.

Clearance process:

1. Please go to the Library for a "book check".
2. Write your subject next to its line number
3. Take this form to each of your teachers
4. They will sign that you have returned any books/equipment that you have borrowed from them.
5. Return this signed form to the college front office staff for their stamp.

Line and Subject name	Equipment, books returned – Yes/No	If equipment or books are not returned, teacher should write estimated value here	VET competencies to be entered (if applicable) VET teacher initials this column	Teacher's signature or office stamp
1		\$		
2		\$		
3		\$		
4		\$		
5		\$		
6		\$		
7		\$		
LIBRARY		\$		

Front Office:

Fees and subject contributions paid (office stamp):

Please return this form to Student Services

*If you are leaving school and under 17 years of age, there is more information on the reverse of this page. You may also need to read and complete the ACT Education and Training Directorate (ACT ETD) "Approval Statement" package or apply for an "Exemption Certificate".

More information is available from Dickson College Student Services and www.det.act.gov.au.

Leaving school? Complete this page too.

Leaver's future directions [please tick what you plan to do next]

- | | | | |
|---------------------|--------------------------|-----------------------------------|--------------------------|
| 1. University | <input type="checkbox"/> | 2. Other ACT Government College | <input type="checkbox"/> |
| 3. CIT* | <input type="checkbox"/> | 4. ADFA* | <input type="checkbox"/> |
| 5. Employment* | <input type="checkbox"/> | 6. Armed Forces* | <input type="checkbox"/> |
| 7. Apprenticeship* | <input type="checkbox"/> | 8. Seeking employment* | <input type="checkbox"/> |
| 9. Gap year#* _____ | <input type="checkbox"/> | 10. Other (please specify)* _____ | <input type="checkbox"/> |
- [# If you are taking a "gap year", please specify what you intend to do when you finish.]

*** There has been a major change to education requirements in the ACT. From 1 January 2010, all young people will be required to remain in education until completing a year 10 program of study and then participate full-time in education, training or employment until completing Year 12 or equivalent, or reaching age 17, whichever occurs first.**

If the student leaving Dickson College is under 17 years of age, they must sign the declaration below:

"I am under 17 years of age and will be leaving Dickson College to enter the workforce or undertake work-related training (an apprenticeship). I understand that I need to complete the Education and Training Directorate (ETD) *Approval Statement* (available from the Student Services office or the ACT ETD website) and return it to ETD before I leave Dickson College.

I have discussed this choice with my parents and carers and I have completed a Student Pathways Plan."

Signed date / /

You will need to return your Dickson College student ID card with this form.

OFFICE USE ONLY:

Exit interview with: (teacher)	<input type="text"/>	Date of interview and Student Pathways Plan	<input type="text"/> / <input type="text"/> / <input type="text"/>
Name of parent or carer	<input type="text"/>	Parent or carer contacted (date):	<input type="text"/> / <input type="text"/> / <input type="text"/>
Approval Statement package or Exemption Certificate (EC)	<input type="text"/> YES / NO	Approval Statement or EC application supplied:	<input type="text"/> / <input type="text"/> / <input type="text"/>

When completed, this form to be kept on the student's file.

Ensuring your privacy is protected

Chapter 2 of the *Education Act 2004* (ACT) provides for compulsory education. The ACT Department of Education and Training (the Department) collects information on this form to enable it to effectively manage enrolment in ACT public schools.

The Department and ACT public schools are subject to the *Privacy Act 1988* (Cth), the *Health Records (Privacy and Access) Act 1997* (ACT) and the *Territory Records Act 2002* (ACT).

The Department provides this information (on request) to other government agencies authorised to receive it including:

- The Department of Families Housing, Community Services and Indigenous Affairs
- Centrelink
- Australian Bureau of Statistics
- The Office of the ACT Minister for Education and Training.

The information will also be used or disclosed for the following purposes:

- General student administration relating to the education and welfare of the student
- Communication with students, parents or carers
- To ensure the health, safety and welfare of students, staff and visitors to the school
- ACT and national reporting purposes
- For any other purpose required by law.

Please return this form to:

Dickson College	p: 02 6205 6455
Phillip Avenue	f: 02 6205 6462
Dickson ACT 2602	e: info@dicksonc.act.edu.au
	w: www.dicksonc.act.edu.au