

Leaving Chatswood Public School Letter

Date:

Current Address:

Dear Principal,

I would like to advise that my child will be leaving Chatswood Public School.

Student's Name:

Class

Date of Birth:

Last day at Chatswood Public School:

S/he will be transferring to:

(school name)

We will be moving overseas to:

(name of country)

(Signature)

Do you require a letter of school attendance?

Yes

No

(Please collect from the school office on the last school day)

Before leaving please ensure you have:

1. Paid all outstanding invoices. Online payment link will not be active after the leaving date.
(Please see the school office)
2. Returned all library books.
3. Advised any Music Tutor you will be leaving and obtained a 'Quitting Form'.
(If you need a 'Quitting Form', please speak with your Music Tutor)
4. Returned any hired musical instruments.
(Please organise this with your Music Tutor)