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# **Macleans College - POLICIES & DIRECTIVES**

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SECTION NO: <b>1000</b>	POLICY NO: <b>1007</b>	ISSUE DATE: 30/04/99
TITLE: <b>STUDENT ROUTINES</b>		ISSUE NO: 1
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## **Leaver Documentation / Testimonials**

### **RATIONALE:**

All students who leave the school are required to inform the school as to their post school destination.

Senior students can apply for a testimonial if they have completed 4 or more years at the school or are leaving at the end of their Year 13 year.

### **PURPOSE:**

To ensure that the school is aware of the destination of all leavers and that those who are entitled to a testimonial or other assistance/documentation receive it.

### **GUIDELINES:**

- 1 Prior to leaving, students collect a leaving form from the main school office, and proceed to complete the requirements on this form.
- 2 Prior to leaving, those students entitled to a testimonial request one from the appropriate staff and collect a testimonial request form.
- 3 On the day they are leaving, students sign out with the Associate Principal or a Deputy Principal who verifies that all leaving procedures have been fulfilled.
- 4 All leavers are logged into the school data base.
- 5 Testimonials are posted to the student as soon as is practicable after they leave.
- 6 Former students are encouraged to visit their old school whenever they wish.

### **OTHER RELEVANT DOCUMENTATION:**

- Leaving Form
- Testimonial Form