STRENGTH FROM DIVERSITY

ESF 英基 WEST ISLAND SCHOOL

LEAVING FORM

Name: _____ **Tutor Group:** _____

Date of Leaving: _____ **Locker no.:** _____

Forwarding Address: _____ **Mobile (Mother):** _____

_____ **Mobile (Father):** _____

_____ **Email:** _____

	Signature	Remarks
Library ***(Librarian)***		
Fees paid ***(Please see Finance Assistant in Main Office before going to Exams Office)***		
Exams Office ***(Year 10 – 13 only)*** ***(Examination Officer – B303)***		
Art Department (Years 10 – 13) - Cameras returned (if borrowed)		
Smartcard returned ***(Systems Assistant – D710)***		
Deletion of Adobe Creative Suite and Microsoft 365 from their laptop & loaner laptops returned (if any) ***(D700 hatch)***		

ALL SUBJECTS	BOOKS/EQUIPMENT RETURNED	STAFF SIGNATURE

Signature: _____ (Form Tutor) Date: _____

Signature: _____ Date: _____

Director of Learning - Mr Hewson (Pre 16) or
Ms Kitson (Post 16))

LEAVING PROCEDURE

1. Fill in the information at the top of this sheet
2. Write down all of your subjects in the correct column
3. Return all books and equipment and get the form signed by all teachers, the librarian and the student ID card administrator
4. Get the form signed by your tutor
5. Hand the form to the Director of Learning for signature

NB: Failure to complete and return this form will result in references, transcripts and examination results being held back

The information submitted on this form is being collected in accordance with the ESF Personal Data Handling Policy and its related Personal Information Collection Statements ("PICS"). A copy of the PICS can be found on the ESF website (http://www.esf.edu/hk/) by clicking on the "About ESF" tab.