



Richmond State School

Deeds Not Words

NOTICE TO CEASE ENROLMENT

This form is to be completed by parents/carers when your child or family will be relocating to another town or enrolling at a school outside of Richmond. Please complete the below details to assist us in supporting your family with the transition. This form is to be returned to the administration office once you have confirmation of the change.

STUDENT DETAILS	
Legal family name	
Legal given name	
Date of birth	
Enrolment end date	

PARENT DETAILS				
	Parent/carer 1		Parent/carer 2	
Legal family name				
Legal given name				
Contact number				
Email				
Address line 1				
Address line 1				
Suburb/Town				
State		Postcode		Postcode

FORWARDING ADDRESS (ONLY COMPLETE IF WHOLE FAMILY IS RELOCATING)				
Address line 1				
Address line 1				
Suburb/Town				
State		Postcode		Postcode

PROSPECTIVE SCHOOL DETAILS				
Prospective school name			Intended start date	
Prospective school address				
Reason for ceasing enrolment				
	Parent/carer 1		Parent/carer 2	
Signature				
Date				

OFFICE USE ONLY		
Student EQ ID		
Person processed		
Signature		Date