

# OUR LADY OF LOURDES PRIMARY SCHOOL

5 Canyon Avenue, Baulkham Hills NSW 2153

## NOTICE OF DEPARTURE

I would like to inform the Principal that my child/ren:

..... Class: .....

..... Class: .....

..... Class: .....

will be leaving Our Lady of Lourdes on .....

Transferring to (school name & address)

.....  
.....

Forwarding address & telephone number: .....

.....

Reason for transfer:

.....  
.....

My child/ren has/have been issued with a bus pass YES NO (PLEASE CIRCLE)  
(If yes, this needs to be surrendered to the school)

I have outstanding school fees YES NO (PLEASE CIRCLE)  
(If yes, or you are unsure, please call in at the office)

Comments:

.....  
.....  
.....  
.....

Signed Parent/Guardian: .....

Please Print: ..... Date: .....