

Collection of a student by the agency with case management responsibility

The principal and the responsible officer countersign this proforma and any proforma provided by the agency. A copy of this proforma is to be retained by the principal and the officer.

Student's name: **Date of birth:**

Legal status:.....

Current residential address:.....

Parent or carer's name:Telephone:

The student's parents or carers have been be informed by the agency. Yes or No

If no, when will they be informed?
.....

The reason the student is being collected:
.....
.....

The officer/s have photo identification and authorisation. Yes or No

Name of officer: Position:

Agency/Community Services Centre:.....Telephone:

The student will be collected on: DateTime

Provide details if a regular collection:
.....

Name of the person who will supervise the student while in the agency's care.
.....

Destination:Mode of transport:

Anticipated dateand timethe student will be returned to main school administration office.

The arrangements if the student will not be returned to school this day:
.....
.....

The school principal and officer agree that the correct student has been presented for collection.

Principal's name:Signature:

School:Telephone:

Address:.....

Officer's name:Signature:

Date:Time