Information sheet for students leaving – 2014.

Procedures for signing out

After the completion of examinations, students are required to return all issued equipment and text books. Some students may choose to do this after each examination for that subject, whilst others will choose to leave it until all examinations are completed. If you have done this, thank you.

Once a student has completed all examinations, he/she will need to ‘sign out’. This will involve:

1. Returning all issued materials and text books, and having each of your teachers stamp your sign out form to acknowledge you have done so.
2. Receiving clearance from
   a. The boarding school (if you are a boarder)
   b. The library, and
   c. The Registrar
3. Complete an online exit survey.

To ensure that this process is as simple and streamlined as possible, please note the following:

a. Know what you have been issued! Clean out your room and make sure that you have all of your books ready for return. It is extremely frustrating for students who had brought “all” their books back to school only to find that something has been overlooked and they have to return to school on another day to complete the sign out process.

b. Go to the front office and ask for your sign out form. (A personalised form that details each of your subjects for which you were enrolled and the staff you need to visit). You will need to see the faculties of each of those subjects to return your text books and ask them to ‘stamp to indicate’ that you had done so. For boarding students, you must have the Head Teacher Welfare/Boarding DP sign you out to ensure that your room is left in an orderly state and any equipment issued has been returned.

c. Having handed all of your equipment back and gained all necessary signatures, you then go to the registrar. Do not go to the registrar if you have not completed the sign out form. Please be aware that the TSO’s are only available Monday, Thursday and Friday.

d. Complete an exit survey. This is completed online at:

  https://www.surveymonkey.com/s/hahsexit
Register your name and information onto the Alumni database: this link can be found off the main page of the Hurlstone website (click on “our community”).

Come back for a morning tea: we invite you back for a morning tea to be held on the lawn of Clarke House/Teachers' Common Room (depending on the weather). This is an opportunity for Hurlstone staff to congratulate you on your performance and discuss your HSC and ATAR experiences, and future plans. It is also an excellent opportunity for you to meet one another again and renew friendships.

Date: Thursday, 18th December
Where: Clarke House Lawn (Teachers' Common Room if wet).
Time: 10:30 – 11:30 am.

Your results: on Wednesday, 17th December, your HSC results will be available to students by internet, SMS and telephone; results available to principals by internet.

On Thursday, 18th December the ATAR results will be available to you.

Please share with us your ATAR information: your HSC results are also made available to the school on the same day. These results and statistics are carefully analysed by the school, the various faculties and teachers to ensure firstly that there are no anomalies but secondly, as a process to reflect on the opportunities created and lessons to be learnt. Your ATAR results are not made available to us so we would like to know as soon as they are available so that we can help promote the success of our students to the wider community (individual names not used).

Please forward the ATAR results to the school at hurlstone-h.school@det.nsw.edu.au or 9829 9222.

Nick Wenban
Deputy Principal
HAHS