**Child Leaving Form**

This form is to be completed and email to ECKA Admin **(admin@ecka.org.au)** for each child who leaves your service (including transfers)

Please ensure all children leaving are deleted from the IMS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Kinder name: |  | | | | Year level: |  | |
| Group Name: |  | | | Last day of kindergarten with your service (date): | | |  |
| Child’s Full Name: | |  | | | | | |
| Reason for withdrawal: | | | Gender: | | | | |

**ADMIN ONLY:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SMS |  | KIM |  | Council |  | IMS |  | Lists |  |