



**CHANCELLOR
STATE COLLEGE**

The best we can be

P-12 Enrolment Handbook

Student's Name

Current School

Last Date of Attendance ____/____/____
(at current school)

Enrolling into Year Level ____

Commencement Date (Year) ____



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Dear Parents/Guardians and Students

Welcome to Chancellor State College. This is either the first or the next stage in what is a life long journey of learning and discovery.

Our College is founded on a strong community vision of rigour and relevant learning combined with the development of positive relationships and personal resilience. The College aims to provide a supportive and engaging learning environment for all students through three main phases of learning: Primary (Yrs P-6), Junior Secondary (Yrs 7-9) and Senior Secondary (Yrs 10-12).

With a firm focus on the acquisition and consolidation of literacy and numeracy skills, the Primary Campus provides students with a solid start to their formal schooling. The Junior Secondary years of learning builds on this strong foundation through the implementation of carefully developed programs and practices that meets the specific needs of adolescent learners in a supportive and positive manner. The Senior Secondary phase of learning provides students with opportunities to excel within academic, excellence and vocational areas so that they can successfully transition to life beyond Chancellor.

Today you have received your enrolment package which includes vital information that supports and enables your child's enrolment. Please complete the Enrolment Handbook and the necessary supporting documentation and return these to the relevant Campus Administration office.

Once all documentation has been returned, we will contact you to arrange an enrolment interview with a member of the Administration team. Please note, if any part of the enrolment package is incomplete or supporting documentation not provided, the enrolment interview cannot occur.

The enrolment agreement form is an official Education Queensland document, therefore, the Principal reserves the right to render a student's enrolment invalid if incorrect information is provided in the enrolment application.

We believe every student can achieve given the right amount of time and support and we strive to 'be the best we can be'. We look forward to working in partnership with you to ensure the best possible outcomes for your child.

Yours sincerely

Brad Roberts
Executive Principal

Kyla Bonney
Principal
Primary Campus

Greg Prestwidge
Principal
Secondary Campus

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Enrolment Checklist – For Parents/Guardians and Students

No enrolment interview can commence until all required documentation is completed and provided to the school 24 hours prior to interview

<input type="checkbox"/> New Enrolment <input type="checkbox"/> Re-Enrolment <input type="checkbox"/> Repeating Year Level <i>Re-enrolment and repeating students must be approved by Principal</i>	Parent / Guardian Checklist Please ✓	Office Use Only
Acceptable Proof of Residency: Proof of residency documentation is required to be submitted as outlined on the College website. www.chancellorsc.eq.edu.au / Enrolments / Enrolling at our College	<input type="checkbox"/>	<input type="checkbox"/>
Student Enrolment Form: Please complete the Application for Student Enrolment and have both parents/guardians and the student sign the Consent and Application to Enrol on Page 14. Please complete, sign and date the Enrolment Agreement on Page 19 and the Consent to use Copyright Material or Personal Information on Page 24 and 25. Once you have read the College permission information in this handbook please indicate with a tick your response to these permissions on Page 30, ensuring the declaration at the bottom of the page is signed and dated.	<input type="checkbox"/>	<input type="checkbox"/>
Student Transfer Note: To be completed if student is enrolling from (A) Qld Non-State School or (B) Interstate Transfer.	<input type="checkbox"/>	<input type="checkbox"/>
Transfer Note: If received from previous school. Will be provided by QLD State Schools ONLY.	<input type="checkbox"/>	<input type="checkbox"/>
Family Court or other court orders: Only copies of court orders are acceptable.	<input type="checkbox"/>	<input type="checkbox"/>
Students in care of the State: If the child is in the care of the State, provide details to school of arrangements and/or order regarding the child's care.	<input type="checkbox"/>	<input type="checkbox"/>
Medical Conditions: Where relevant, provide details of any medical conditions, symptoms, management, medication or disabilities the child may have.	<input type="checkbox"/>	<input type="checkbox"/>
Birth Certificate or Passport (if born in Australia)	<input type="checkbox"/>	<input type="checkbox"/>
Birth Certificate and Passport with valid Visa (if born overseas) (NB: Office to sight original and photocopy relevant sections)	<input type="checkbox"/>	<input type="checkbox"/>
Student's School Report / NAPLAN: Most recent	<input type="checkbox"/>	<input type="checkbox"/>
Other Additional Information / Specialist Program Application	<input type="checkbox"/>	<input type="checkbox"/>

Enrolment Procedures Questions and Answers

Question	Answer
Who can attend Chancellor State College?	All students living within the boundary and students who have been granted an exemption.
My child has been verified with a disability through the EAP process. How can I enrol him/her?	You need to contact the Principal for an interview with the Head of Special Education (HOSE).
What are the school fees?	Education Queensland encourages schools to provide a Textbook and Resource Scheme in an effort to minimise the cost to parents/guardians of books and other learning resources. At Chancellor State College we refer to this as the Student Resource Scheme. Details of this scheme and the Stationery List for the respective year level is available on the College website. The Student Resource Scheme Participation Agreement Form will be provided through the interview process and should be returned to the relevant Administration Office at earliest convenience. For Secondary students, this also includes subject selections which may incur additional costs. Timetables are available to students as soon as possible.
Are uniforms compulsory?	Yes and able to be enforced under the Education Act 2006. The uniform policy is strongly supported by our P & C Association.
How do I purchase the school uniform?	The Retail Shop is open Monday, Tuesday and Wednesday 8am-12pm, Thursday 2pm-6pm and Friday 12pm-4pm. You may pay by cash or Credit Card. The Retail Shop is located opposite the Junior Secondary near the Cafeteria.
What do we need to bring to the Enrolment Interview?	See checklist on previous page. Please note that if all information required is not provided prior to enrolment interview, the interview will not proceed.
How do I get information about bus timetables and bus routes?	Phone: CDC Queensland 5476 6622. Website: https://cdcqueensland.com.au/bus-services/sunshine-coast-schools/
How do I know what subjects my student has been given?	They will receive a timetable on their first day of school.
What should I bring on the first day of school?	A school bag, a book to write in and pens to write with, suitable food, water bottle and College bucket hat.
Where do I go on the first day?	With the exception of arrival on the first day of the year, you are required to report to the main Administration Office and you will be taken to your classroom.
How do I change my family details?	Complete a 'Change of Details' form located on the College website or obtained at either campus Administration Office.

Privacy Statement

Enrolment

The Department of Education collects this information for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 – *Information Privacy*. However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The commonwealth government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students. Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.

Attendance/Achievement/Behaviour

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student. Year 11 and 12 student details and academic profiles will be passed on to the QCAA for the purpose of processing Queensland Certificate of Education (QCE) and Tertiary Entrance Statements. Year 3, 5 and 7 student names are passed on to the QCAA for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Wellbeing, Protection and Safety

During a student's attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland's Student Protection Policy and other policies relating to student behaviour. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Children and Young People in the Care of the State – Data/Matching

The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care. The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include: achievement levels; retention rates; age; school year levels; school disciplinary absences; and student movement between schools. You may obtain further information about the Queensland Government's privacy regime contained in Information Standard 42 – *Information Privacy*. If you have any questions about privacy or access to information, you may contact Education Queensland's Privacy Contact Officer on 3237 0546.

Your Right to Privacy

What is Education Queensland's role?

The Department of Education, known as Education Queensland, operates the state education system through a network of more than 1300 sites and administers grants and funding on behalf of the Government to the non-state school sector and universities. The department also provides advisory, monitoring and regulatory functions and strategic support to these areas.

Why does your privacy need protecting?

Every day, a vast amount of personal information is given to State Government departments and agencies. The Queensland Government respects your privacy and has established rules to ensure that your personal information is protected.

The Government's privacy policy (Information Standard 42 – *Information Privacy*) stipulates that personal information be collected, stored, used and disclosed under very strict guidelines to prevent it from being misused or passed on without your permission.

Education Queensland is committed to protecting your privacy.

What is personal information?

Personal information is an opinion or information about a person, whether true or false, that identifies or could identify the person. This information may be recorded in a document, or form part of a database. Examples of personal information include (but are not limited to) your date and place of birth, race or ethnicity, religion, financial record, criminal record or medical record.

Sometimes personal information about a person can reveal their identity even if their name is not mentioned.

How does the privacy policy work?

In all your dealings with Education Queensland, staff will make sure that your privacy is protected. Any personal information collected must be:

- directly related to, or necessary for, a lawful purpose or function of the agency;
- relevant, up-to-date and complete;
- collected fairly and lawfully; and
- stored safely and securely.

Generally, your personal information must be used only for the purpose for which it was collected or a directly related purpose, unless you have otherwise given permission.

The privacy principles do not apply to personal information contained in documents concerning covert police activity, witness protection, disciplinary actions and misconduct, whistleblowers and Cabinet and Executive Council matters. This is because the law overrides privacy principles in particular cases.

Under what other circumstances can Education Queensland disclose your personal information?

If you consent, or if disclosure is: permitted by law; essential for law enforcement; or believed to be necessary to prevent or lessen an imminent threat to health or life.

Education Queensland may disclose limited information (for example, name, contact details, attendance, achievement etc) about you to other parties for the purpose of issuing achievement awards, processing certificates, statements or reports in relation to assessments.

Listed below are agencies Education Queensland may give relevant personal information to where needed or authorised under law. The guidelines for release of personal information are strict. Personal information may be disclosed to:

Queensland Health or its nominated Health Providers, Queensland Transport, Queensland Police Service, Aboriginal and Torres Strait Islander Policy, Department of Employment and Training, Department Families, Disability Services Queensland, Department of Housing, Department of Justice and Attorney-General, Sport and Recreation Queensland, Centrelink and research organisations under contract to Education Queensland.

Data Matching

Education Queensland passes some personal information collected on to Centrelink for data matching purposes in relation to entitlements to Centrelink-administered payments; for example, study assistance benefits. The *Data-matching Program (Assistance and Tax) Act 1990* and the *Social Security Administration Act 1999* authorises Centrelink to compare the personal information they hold to ensure that payments are being paid correctly. Education Queensland and the Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.

The data-matching program involves a comparison of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. Personal information may include achievement levels, retention rates, age, school year levels, school disciplinary absences and student movement between schools.

Can you have access to personal information held by the Government?

Yes. You can apply under the *Right to Information Act 2009* to access, or to correct personal information held by State Government departments and agencies. This can be done by writing to the Manager, Information Release, Legal and Administrative Law Branch, Department of Education and Training, PO Box 15033, City East QLD 4002.

Right to Information Legislation

The Right to Information is the Queensland Government's approach to giving the community greater access to information. The Queensland Government has made a commitment to provide access to information held by the Government, unless on balance it is contrary to the public interest to provide that information.

New legislation replacing the Freedom of Information Act 1992 came into effect on 1 July 2009, namely:

- ***The Right to Information Act 2009***
- ***The Information Privacy Act 2009***

The Right to Information aims to make more information available, provide equal access to information across all sectors of the community, and provide appropriate protection for individuals' privacy.

How do I find out more?

For further information telephone (07) 3237 0819 or email rti@deta.qld.gov.au or write to the Manager, Information Release, Legal and Administrative Law Branch, Department of Education and Training, PO Box 15033, City East QLD 4002.

A copy of the Queensland Government's privacy policy and principles is available by accessing the Education Queensland's website <http://deta.qld.gov.au/right-to-information>.

Core Four Student Expectations - Senior School (Yrs 10-12)

General Principles

At the core of student academic success is the focus on ensuring the right conditions for learning. These conditions include regular attendance, active engagement, being well resourced and completing all assessment tasks. These areas of focus are referred to as the CORE FOUR.

It is an expectation that students, with the support of their families and the College, meet their CORE FOUR commitments with the intention to attain positive academic outcomes. Explicit targets in each of these areas have been set by the College to support students as they develop and embed their learning routines for continued success. Students meeting these targets will not only benefit from the impact on their learning, but will also receive invitations to celebratory events.

The targets are:

CORE FOUR	EXPLANATIONS	TARGET
1. Attendance	Students are at school ready to learn , they present in uniform each day with the intention to ensure that every lesson counts.	93% attendance rate or higher (all absences justified and explained)
2. Engagement	Students attend each lesson and are committed to learn , their behaviour and work ethic choices reflect their commitment to be the best they can be.	Very Good behaviour and effort results (There has been no student disciplinary action)
3. Resourcing	Students are resourced to learn , having presented at class with the necessary materials and equipment as outlined in stationery and student resource lists.	Access to all resources (provided through either financial membership of the SRS or by parents/guardians providing resources)
4. Assessment	Students take up the challenge of learning and demonstrate this learning through actively completing classwork and assessment tasks.	All assessment is completed and submitted (as per College policy)

As a community, we can be proud of the way the majority of our students already meet these expectations. The challenge is to avoid complacency and ensure that every child in every class, every day can be the best that they can be by committing to the Core Four.

Senior Phase of Learning CORE 4 Implementation –Cancellation of Enrolment Process

The cancellation of enrolment process is implemented in stages if the assessment policy/procedures are not met by the students so that the student and parents/guardians are kept informed at all times during the progress of the semester. At each stage the student will be given an opportunity to address the situation. Teachers will be in contact with parents/guardians prior to these stages being reached. All contact will be recorded in OneSchool.

Stage 1: First Alert

- a) The class teacher advises the student, HOD and Year Level Coordinator.
- b) The Year Level Coordinator will collate data from other subjects to check early for developing problems.
- c) The YLC contacts the parents/guardians using the stage one letter with the concerns.

Stage 2: Warning of Cancellation of Enrolment

- a) The class teacher advises the student, HOD and Year Level Coordinator.
- b) The Year Level Coordinator collates data from all subjects to provide an overview.
- c) A letter is sent to the student and parents/guardians outlining the situation and the consequences of absence and/or non-participation continue.
- d) Parent/Guardian meeting with Year Level Coordinator, Guidance Officer and/or Deputy Principal.

Stage 3: Show Cause Notice

- a) The Deputy Principal arranges a meeting with the student, parent/guardian, with possible involvement from HOD and/or Guidance Officer to review the matter.
- b) A letter is sent to the student and parents/guardians outlining the situation and the consequences of absence and/or non-participation continue.
- c) Student and parents/guardians are required to respond, in writing, within 5 working days to justify why cancellation of enrolment process should not be completed.

Stage 4: Cancellation of enrolment

- a) The Principal has the authority, under the regulations contained in the Education Act to cancel the enrolment of any post compulsory student who does not meet minimum requirements in respect of attendance and participation. Students may have their enrolment cancelled for the semester should they not meet the Core Four expectations. Such students will have the right of appeal as outlined in Education Queensland Policy.
- b) Cancellation of enrolment letter issued at meeting with the Principal, student and parent/guardian.



Application for student enrolment form

INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland state school* information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

PRIVACY STATEMENT

The Department of Education (DoE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (Qld) (EGPA 2006), and in particular for:

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal – State Government funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999* (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	____/____/____
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Prospective mature age students must provide photographic identification which proves their identity: <ul style="list-style-type: none">• current driver's licence; or• adult proof of age card; or• current passport.	

APPLICATION DETAILS

Has the prospective student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of school and approximate date of enrolment.		
What year level is the prospective student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date	____ / ____ / ____	Please provide the proposed starting date for the prospective student at this school.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	____ / ____ / ____
			School	

INDIGENOUS STATUS

Is the prospective student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander
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FAMILY DETAILS

Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?			What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

COUNTRY OF BIRTH*	
In which country was the prospective student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify country) _____ Date of arrival in Australia ____/____/____
Is the prospective student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, evidence of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS	
Does the prospective student speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*		
<input type="checkbox"/> Permanent resident	Complete passport and visa details section below	
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____/____/____	Date enrolment approved to: ____/____/____
	EQI receipt number:	
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI	
<input type="checkbox"/> Other, please specify _____		

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS* (continued)

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

Passport number		Passport expiry date	____/____/____
Visa number		Visa expiry date (if applicable)	____/____/____
Visa sub class			

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

Where does the prospective student come from?	<input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Other
Please provide name and address of education provider/activity provider/employer	

RELIGIOUS INSTRUCTION*

<p>From Year 1, the prospective student may participate in religious instruction if it is available.</p> <p>If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p>	<p>Do you want the prospective student to participate in religious instruction?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'Yes', please nominate the religion:</p> <p>_____</p>
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PROSPECTIVE STUDENT ADDRESS DETAILS*

Principal place of residence address				
Address line 1				
Address line 2				
Suburb/town		State		Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')				
Address line 1				
Address line 2				
Suburb/town		State		Postcode
Email				

EMERGENCY CONTACT DETAILS (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)*

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd phone contact number*	Work/home/mobile	Work/home/mobile



PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)***Privacy Statement**

The Department of Education (DoE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take routine medication during school hours, the *Parent consent to administer medication at school* form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

No known medical conditions	<input type="checkbox"/>		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify		
Name of prospective student's medical practitioner (optional)		Contact number of medical practitioner	
Medicare card number (optional)		Position Number	
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)		Private health insurance membership number (leave blank if company name is not provided)	
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)			<input type="checkbox"/> Yes <input type="checkbox"/> No

COURT ORDERS***Out-of-Home Care Arrangements***

Under the *Child Protection Act 1999*, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

Is the prospective student identified as residing in out-of-home care?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.	Commencement date	___ / ___ / ___
	End date	___ / ___ / ___
Contact details of the Child Safety Officer (if known)	Name	
	Phone number	

COURT ORDERS* (continued)**Family Court Orders***

Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	____/____/____
	End date	____/____/____

Other Court Orders*		
Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	____/____/____
	End date	____/____/____

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at _____.

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	____/____/____	____/____/____	____/____/____

Office use only

Enrolment decision		Has the prospective student been accepted for enrolment? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)					
		If no, indicate reason: <input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements <input type="checkbox"/> Prospective student is mature age and school is not a mature age state school <input type="checkbox"/> Does not meet Prep age eligibility requirement <input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application <input type="checkbox"/> Does not meet requirements for enrolment in a state special school <input type="checkbox"/> Does not have an approved flexible arrangement with the school <input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in <input type="checkbox"/> Prospective student has no remaining semester allocation of state education					
Date enrolment processed	____/____/____	Year level		Roll Class		EQ ID	
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No			Birth certificate/passport sighted, number recorded and DOB confirmed		<input type="checkbox"/> Yes <input type="checkbox"/> No Number: _____	
Is the prospective student over 18 years of age at the time of enrolment?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, is the prospective student exempt from the mature age student process?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, has the prospective mature age student consented to a criminal history check?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
School house/ team				EAL/D support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined	
FTE		Associated unit		Visa and associated documents sighted		<input type="checkbox"/> Yes <input type="checkbox"/> No	
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa		EX – exchange student DE – distance education	



Parental occupation groups for use with parent/carers details

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager section head or above, regional director, health/education/police/fire services administrator

Other administrator school principal, faculty head/dean, library/museum/gallery director, research facility director

Defence Forces commissioned officer

Professionals generally have degrees or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others

Health, education, law, social welfare, engineering, science, computing professional

Business management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer

Air/sea transport aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller.

Group 2: Other business managers, arts/media/sportspeople and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager finance/engineering/production/personnel/industrial relations/sales/marketing

Financial services manager bank branch manager, finance/investment/insurance broker, credit/loans officer

Retail sales/services manager shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency

Arts/media/sports musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official

Associate professionals generally have diploma/technical qualifications and support managers and professionals

Health, education, law, social welfare, engineering, science, computing technician/associate professional

Business/administration recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager

Defence Forces senior Non-Commissioned Officer.

Group 3: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group

Clerks bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk

Skilled office, sales and service staff:

Office secretary, personal assistant, desktop publishing operator, switchboard operator

Sales company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher

Service aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor.

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators

Hospitality staff hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper

Office assistants, sales assistants and other assistants:

Office typist, word processing/data entry/business machine operator, receptionist, office assistant

Sales sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker

Assistant/aide trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant

Labourers and related workers

Defence Forces ranks below senior NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand

Other worker labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.

Group 8: Have not been in paid work in the last 12 months

State schools standardised medical condition category list

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Asthma – student self-administers medication
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalassaemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other

Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

Parent's occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.



MUST BE READ AND SIGNED BY PARENT/GUARDIAN

Information and Responsibilities

This enrolment agreement sets out the responsibilities of the student, parents/guardians and the school staff about the education of students enrolled at Chancellor State College.

This agreement formalises our understanding of the College Student Code of Conduct and Student Dress Code, both of which have been discussed during the enrolment process. The Student Code of Conduct outlines Chancellor State College strategies for implementing the departmental Code of School Behaviour.

Responsibility of student to:

- attend school regularly, on time, ready to learn and take part in College activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from all staff
- abide by College rules, College code of behaviour and adhere to College uniform policy
- respect the College environment
- complete to the best of your ability in class work, homework and assessment.
- follow ALL College procedures when entering and exiting the College.

Responsibility of parents/guardians to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents/guardians
- let the College know if there are any problems that may affect my child's ability to learn
- ensure your child completes homework regularly in keeping with the College homework policy
- inform College of student absences and reasons for absences in a timely manner
- treat College staff with respect and tolerance
- support the authority and discipline of the College enabling my child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by College policy regarding access to College grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep College informed of any changes to student's details, such as student's home address and phone number.

Responsibility of school to:

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents/guardians regularly about how their children are progressing
- inform students and parents/guardians about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents/guardians to become involved in the school community
- clearly articulate the College expectations regarding the Student Code of Conduct and the College dress code policy
- ensure that the parent/guardian is aware of the College record-keeping policy including the creation of a transfer note should the student enrol at another school

- ensure that parents and guardians are aware that the College does not have personal accident insurance cover for students
- advise parents and guardians of extra-curricular activities operating at the College in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the College homework policy
- contact parents/guardians as soon as is possible if the College is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents/guardians on any major issues affecting students
- treat students and parents/guardians with respect and tolerance.

Enrolment Agreement

I acknowledge that information about the school's current policies, practices, rules, programs and services has been shared and explained to me. This information includes the following:

- ☐ [Student Code of Conduct](#)
- ☐ [Student Dress Code](#)
 - adhere to ALL aspects of the student dress code
 - present in full school uniform at all times
 - explain/communicate reasons out of uniform on respective day
- ☐ [Homework Policy](#)
- ☐ [Secondary Assessment Policy](#)
- ☐ [Student Resource Scheme](#)
 - needs to be fully paid to ensure ALL necessary resources are provided to student
- ☐ [Student usage of laptop](#) (TBA) including use of internet, intranet and extranet
- ☐ Consent to use Copyright Material, Image, Recording or Name
- ☐ Absences/Late Arrival/Early Departures {in [Prospectus](#)}
 - need to explain ALL absences
 - absence for ANY assessment MUST provide a medical certificate
- ☐ School Excursions {in [Prospectus](#)}
- ☐ Department insurance arrangements and accident cover for students
- ☐ [Putting things Right](#) – complaints management process {website}
- ☐ [Use of Mobile Telephones and other Electronic Equipment by Students](#)
- ☐ [Academic Good Standing Policy](#) (Senior School Yrs 10-12)
 - attend minimum of 80% of ALL classes
 - participate in ALL classes to best ability
- ☐ [Student Services](#)
- ☐ Chaplaincy Program

Disclaimer: The policies and procedures of Chancellor State College may be subject to change throughout the school year. Any changes will be notified to parents and carers through the College Newsletter and updated on the College Website. Students will be advised through email and student assemblies.

As a condition of the enrolment of _____ in Chancellor State College I accept my obligation to abide by the expectations of Chancellor State College as stated in the information that has been provided and explained to me. I understand that the provision by me of incorrect information on the enrolment documentation may result in the cancellation of the enrolment.

Student Name

Parent/Guardian Name

Administration Officer Name

Student Signature

Parent/Guardian Signature

Administration Signature

Date: _____

Cross Campus Permission

As you would be aware, Chancellor State College students are part of a unique inter-sectorial educational precinct that involves a strong partnership with the University of the Sunshine Coast. It is anticipated that throughout your child's enrolment at our College, s/he will visit the University facilities with their teachers. Their visits may be to access University Facilities, Resources, Sporting Fields, Guest Lectures and so on. There will also be occasions where our students will visit our Primary/Secondary Campus to utilise facilities, resources and to work across both campuses.

Also, please note, to ensure student safety, all students are required to wear their uniform on all occasions so that they are easily identifiable.

We wish to seek your approval for your child to visit the University and the Primary/Secondary Campus, supervised by their teacher, at various times throughout their time at Chancellor State College.

Internet/Computer Access Agreement

Student

I understand that the Internet can connect me to useful information stored on computers around the world.

While I have access to the Internet:

- ☐ I will use it only for educational purposes.
- ☐ I will not look at anything that is illegal, dangerous or offensive.
- ☐ If I accidentally come across something that is illegal, dangerous or offensive, I will:
 - a) Clean any offensive pictures or information from my screen; and
 - b) Immediately, quietly, inform my teacher.
- ☐ I will not use the Internet to annoy or offend anyone else.

I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

I have read and agree to abide by the Information and Technology policy on Computer Access for Chancellor State College.

Parent or Guardian

I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe my child understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students deliberately breaking those rules will be subject to appropriate action by the school. This may include loss of Internet access for an elected time period.

Consent to use Online Services

Our College uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites, digital textbooks, online collaboration and communication tools, web-based publishing and design tools, and learning management systems.

Online Services Consent for 3rd Party Digital Services (outside the Department of Education network) is requested at enrolment and at the start of each phase of learning (i.e Years P-3, 4-6, 7-9, 10-12). This legislated requirement enables informed consent to be given by parents/carers where the school has chosen to use 3rd Party Digital Services to enable teaching and learning.

Shortly after enrolment and prior to the commencement of a new phase of learning, an email with a link to this customised form will be sent to new parents or carers to complete. If you do not receive this, or have any questions or concerns regarding the process, please contact the College Office.

Use of Portable Storage Devices (e.g. USB drives)

Many students and teachers require portable storage devices to effectively transport learning tasks and research between school and home. The need for students to use portable storage devices is a clear indication of the reliance we now place on using ICTs for research, presentation, class learning and assessment. It aligns with our goal of achieving a seamless integration of ICTs into curriculum - a 'real' learning and working tool.

Guidelines:

In an effort to safeguard our school network system (including student or staff work), portable storage devices may only be used at Chancellor State College under the following guidelines:

- They are to be used solely for transporting school work between home and school.
- They are not to be used for games or music between home and school.
- The use and storage of the device is the responsibility of the owner.
- Students who fail to comply with the guidelines will lose the privilege of using their portable storage device and may lose privileges in use of ICTs within our school.
- By signing this form, you acknowledge (parent/guardian and student) that there is a clear understanding of the guidelines and requirements needed to ensure secure management of our network system.

Registration for Newsletters

All editions of the College newsletter are electronic, delivered to you via email and are also available on our College website. **Please complete your email details on Page 10.**

Consent to use Copyright Material or Personal Information

Introduction to the State School Consent Form (attached) for Chancellor State College

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: www.chancellorsc.eq.edu.au
- Facebook: <https://www.facebook.com/ChancellorStateCollege>
- YouTube: <https://www.youtube.com/channel/UCUr9L8-ILGPDpoXuXI2onNw>
- Instagram: <https://www.instagram.com/chancellorstatecollegeau/>
- Twitter: N/A
- LinkedIn: N/A
- Other: N/A
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact the Administration Office at the relevant campus.

The Administration Office should be contacted if you have any questions regarding consent.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

(d) Name to be used in association with the person's personal information and materials* (please select):

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name

** Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.*

*** For school photos Full Name will be used unless a limitation is given in Section 5 below.*

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
 - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
 - the school's newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
 - year books/annuals and school photographs;
 - promotional/advertising materials; and
 - presentations and displays.

4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe as applicable.

5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

6 CONSENT AND AGREEMENT

► CONSENTER – I am (tick the applicable box):

- ☐ parent/carer of the identified person in section 1
- ☐ the identified person in section 1 (if a mature/independent student or employee including volunteers)
- ☐ recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student

Print name of consenter.....

Signature or mark of consenter.....

Date

Signature or mark of student (if applicable).....

Date

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

► **WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read**

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness

Signature of witness

Date

► **Statement by the person taking consent – when it is read**

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.

Student Services Permission

Chancellor State College has many people on staff to help support the well-being of all students. Some of those staff include the Guidance Officers, School Nurse, School Chaplain, Behaviour Support Teachers, Head of Special Education and Student Services Head of Department. There may be a time your child would benefit from social, emotional, educational or spiritual support and they are referred to the Student Services Team for Primary or Secondary Campus. (*See referral process in Student Code of Conduct*)

When a student is referred to Student Services, a referral form is completed and given to the Deputy Principal or Student Services Head of Department. The Student Services team discuss the best possible strategy available to help the student and will coordinate the support from that time forward. The information discussed during the team meetings remains confidential and as a parent you will be notified of strategies and support offered.

Pediculus Permission

Head lice (Pediculus) is the most common insect infestation in humans throughout the world. Whilst parents/guardians have the prime responsibility for the detection and treatment of head lice on their children, schools also need to promote general measures that help in the prevention of infestations. Prevention is the key to reducing instances of head lice.

Occasionally, further steps may be necessary to control the spread of head lice, such as school staff checking children's hair to ensure that they do not have any visible signs of head lice. This is conducted in line with Education Queensland Policy (HLS-PR-011).

LOTE Program

As part of the extensive curriculum on offer to students at Chancellor State College, students in Years 3–6 have the opportunity to study LOTE – a Language Other Than English. The language on offer to students is Japanese.

Please Note: Students have the opportunity to continue studying Japanese in Years 7–9 in Junior Secondary.

If you have further questions, please contact our School Administration.

Chaplaincy Program Policy Statement

Chancellor State College offers a School Chaplaincy service as an integral part of our Student Support Services Faculty. Our Chaplaincy service operates within the policy, procedures and guidelines established for such services by Education Queensland. The Chaplaincy service that has been established within this College community provides a chaplaincy program endorsed by the College Parents and Citizens' Association and this service is offered on a voluntary basis to all students.

The Chaplain is involved in a range of activities within this College and these activities vary in relation to the level of religious, spiritual and/or ethical content involved in each activity:

- The large majority of the activities during which the Chaplain may interact with students have no religious, spiritual and/or ethical content. These activities are referred to as **Level 1 activities** and these activities are available to all students on a voluntary basis. The interaction by the Chaplain in the regular activities of the College will facilitate the Chaplain becoming known to students as well as the Chaplain getting to know the students of the College. This is considered desirable so that students are better placed to make a decision as to whether or not to approach the Chaplain should they have issues for which they will potentially seek the assistance of a member of the Student Support Services Team at Chancellor State College. By providing Level 1 consent in the appropriate place on the Consent Form, parents/guardians are acknowledging that they are aware that the College Chaplain may be participating in these activities but that there will be no intentional religious, spiritual or ethical input from the Chaplain. For a large number of the activities listed as Level 1 activities, a separate consent form will be sent to parents/guardians informing them of specific details of that activity and seeking their permission for their son/daughter to participate in that particular activity.
- At times a student or group of students may request that the Chaplain be involved with the individual student or group of students in on-going consultation activities with intentional religious, spiritual and/or ethical content. In these circumstances consent for **Level 2 activities** is required from parents/guardians. Consent for Level 2 activities can be given on this form or a specific permission form relating to this consultation may be signed by the parent/guardian at the time when this more intensive support is being organized by the Student Support Services staff.

More information about the College Chaplaincy Program is available on the College website.

<p>LEVEL 1 PERMISSION Voluntary Student Activities with <i>no intentional</i> Religious, Spiritual and/or Ethical content. These activities are available to all students on a voluntary basis and the College Chaplain may be in attendance.</p>	<p>LEVEL 2 PERMISSION Voluntary Student Activities <i>with intentional</i> Religious, Spiritual and/or Ethical content. These activities are available to students on a voluntary basis if a parent or guardian has given consent in writing.</p>
<p>EXAMPLES OF LEVEL 1 ACTIVITIES:</p> <ul style="list-style-type: none"> • <i>breakfast clubs</i> • <i>coaching sporting teams</i> • <i>mentoring programs</i> • <i>outdoor education programs</i> • <i>College excursions and trips</i> • <i>College camps</i> 	<p>EXAMPLES OF LEVEL 2 ACTIVITIES:</p> <ul style="list-style-type: none"> • <i>prayer meetings</i> • <i>on-going consultation</i> • <i>visiting groups to College for performances e.g. Christian band</i>

I understand that the information contained on this form will be treated with a high degree of confidentiality.

Administration of medication at school record sheet (routine/short-term medication)



Privacy Statement

The Department of Education and Training (DET) is collecting this personal information for the purpose of enabling school staff to administer the necessary medication to your child while at school or during school-related activities. This information will only be accessed by authorised departmental employees, including school staff and State Schools Nursing Services. In accordance with section 426 of the *Education (General Provisions) Act 2006* (regarding student's personal information) and the *Information Privacy Act 2009* (parent/carer's personal information) this information will not be disclosed to any other person or body unless you have given DET permission or DET is required or authorised by law to disclose the information.

This form is a record of a parent/carer's request for the school to administer a single routine or short-term medication to their child. It is also designed to record the administration of this medication to a student by school personnel. For students who require more than one medication, a separate form will need to be completed for each additional medication. This form has space to record two doses of medication per day. More rows may be added if more than two doses are required per day. Where dosage requirements vary from day to day (e.g. for insulin, Rivotril), a letter is required from the prescribing health practitioner to advise the school that the parent/carer will be responsible for notifying the school of any adjusted doses.

N.B. If the student's dosage of medication changes (e.g. 20mg to 30mg), complete a new *Administration of medication at school record sheet (routine/short term medication)*.

Instructions

Prior to administering medication, confirm that:

- the parent/carer has completed Section 1 of this form and provided in-date medication in the original pharmacy labelled container
- the medication container has a valid pharmacy label which includes the name of the prescribing health practitioner to confirm that it is prescription medication
- the student has received a dose at home without ill effect prior to the school administering the medication
- the pharmacy label instructions match Section 1.

During administration

Follow sequence in *Appendix 2: Administering routine/short term medication checklist (INCLASS protocols)* in the *Guidelines for the administration of medications in schools*.

After administration:

Initial the appropriate box in *Section 2 – Record of administration of a single medication at school* to confirm that the medication was administered, or enter the appropriate code from the Key located at the bottom of *Section 2*.

Department of Education and Training																																
Section 1 – Details of medication to be administered by school staff (Parent/Carer to complete)																																
Student name																	Date of birth				Insert student photo below.											
Parent/carer name																	Contact phone number															
I hereby request that school staff administer the following medication to my child at school or during school related activities, as specified in this section.																																
Name of medication		Dosage (e.g. 1 tablet)		Strength (e.g. 10mg)		Route (e.g. oral)		Time/s to be given during school																								
Additional information																																
Parent/carer signature		Date																														
Section 2 – Record of administration of a single medication at school (School use only)																																
KEY: A – Student absent; S – Self administration; P – Parent/carer administered medication; X – School closed; O – Off campus; N/S – No supply of medication → Contact parent/carer; R – Student Refused → Contact parent/carer																																
MONTH	TIME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan																																
Feb																																
March																																
April																																
May																																
June																																
July																																
Aug																																
Sept																																
Oct																																
Nov																																
Dec																																

☐ Parent/carer has collected unused medication that is no longer required to be administered at school.

Chancellor State College Policies and Agreements

PLEASE INDICATE AS REQUIRED YOUR ACKNOWLEDGEMENT AND UNDERSTANDING OF THE POLICIES, STATEMENTS AND AGREEMENTS INCLUDED IN THE ENROLMENT PACKAGE, AND OUTLINED BELOW:

1	CROSS CAMPUS PERMISSION	
I give permission for my child to visit the University of the Sunshine Coast and the Primary/Secondary Campus of Chancellor State College as part of their schooling activities. Please see Page 20.		<input type="checkbox"/> Yes <input type="checkbox"/> No
2	INTERNET/COMPUTER ACCESS AGREEMENT	
I have read the Internet/Computer Access Agreement and accept the conditions of the agreement. I understand that breaches of this policy may result in disciplinary action. Please see Page 20.		<input type="checkbox"/> Yes <input type="checkbox"/> No
3	USE OF PORTABLE STORAGE DEVICES	
I have read and understood the policy guidelines for use of computer portable storage devices at Chancellor State College. Please see Page 21.		<input type="checkbox"/> Yes <input type="checkbox"/> No
4	BORROWING A STAY AT SCHOOL LAPTOP FOR THE DURATION OF ENROLMENT	
I have read and understood the Conditions of Use as set out in the *Laptop Use – Information and Procedures Handbook, and give permission for my child to borrow a school laptop. A stay at school laptop is available to every student, including those who bring their own laptop. *Available on the College website http://www.chancellorsc.eq.edu.au		<input type="checkbox"/> Yes <input type="checkbox"/> No
5	BRING YOUR OWN DEVICE FOR THE DURATION OF ENROLMENT	
I have read and understood the Conditions of Use as set out in the *Laptop Use – Information and Procedures Handbook, and give permission for my child to participate in the BYOD program.		<input type="checkbox"/> Yes <input type="checkbox"/> No
6	COLLEGE NEWSLETTER	
I wish to receive an electronic version of the College newsletter. <i>NOTE: All College reports are emailed, not posted, to the parent/guardian email address.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
7	CONSENT TO USE COPYRIGHT MATERIAL, IMAGE, RECORDING, NAME OR PERSONAL INFORMATION	
I have completed Sections 1, 5 and 6 of the State School Consent Form for the use of copyright material, image, recording, name or personal information. Please see Page 22–25..		<input type="checkbox"/> Yes <input type="checkbox"/> No
8	STUDENT SERVICES PERMISSION	
I give permission for my child to access Student Services through the process explained on Page 26.		<input type="checkbox"/> Yes <input type="checkbox"/> No
9	PEDICULUS PERMISSION	
I give permission for my child to have their hair inspected for head lice in line with Education Queensland policy, should the need arise. Please see Page 26.		<input type="checkbox"/> Yes <input type="checkbox"/> No
10	CHAPLAINCY PROGRAM POLICY STATEMENT	
I give my consent for my child to participate in voluntary student activities without intentional Religious, Spiritual and/or Ethical content. Please see Page 27.		<input type="checkbox"/> Yes <input type="checkbox"/> No
I give my consent for my child to participate in voluntary student activities with intentional Religious, Spiritual and/or Ethical content. Please see Page 27.		<input type="checkbox"/> Yes <input type="checkbox"/> No
11	STUDENT SUPPORT	
My child has previously required assistance in the following area/s:		
ICP (Individual Curriculum Plan) / ISP (Individual Support Plan) / PLP (Personalised Learning Plan)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Learning Difficulty		<input type="checkbox"/> Yes <input type="checkbox"/> No
Gifted Program		<input type="checkbox"/> Yes <input type="checkbox"/> No
Guidance Officer		<input type="checkbox"/> Yes <input type="checkbox"/> No
English as an Additional Language		<input type="checkbox"/> Yes <input type="checkbox"/> No
12	FINANCIAL PAYMENT RESPONSIBILITIES	
I request that invoices for my child are addressed to the following custodial parent/guardian: Name of Parent/Guardian responsible for Financial expenses of student: Signature of Parent/Guardian responsible for Financial expenses of student:		<input type="checkbox"/> Mother <input type="checkbox"/> Father

I hereby declare that the information given in this enrolment form is true and correct at the date of enrolment.

Signed (Student)		Date:
Signed (Parent/Guardian)		Date:
Signed (CSC Administration)		Date:

Student Transfer Note – Qld Non-State Schools (must be completed)

TRANSFER FORM IS TO BE COMPLETED BY PARENT/GUARDIAN IF ENROLLING STUDENT FROM A QUEENSLAND NON-STATE SCHOOL. THE PRINCIPAL FROM THE NON-STATE SCHOOL IS ALSO REQUIRED TO COMPLETE AND SIGN THE TRANSFER NOTE

Student Name:

Previous School:

Reason for Transfer:

Academic Achievement (please attach most recent reports):

Involvement in Co & Extra Curricular Activities (e.g. Sport, public speaking and debating, the arts, information technology, other):

Signature of the parent or guardian:

(required if the Individual is under 18 years of age)

Name of signing parent or guardian:

MUST BE COMPLETED BY PRINCIPAL OF PREVIOUS SCHOOL

I verify that the above information is true and accurate.

Comment:

Principal's Name:

Signature:

Date:

Interstate Student Data Transfer Note

Form 3 – Interstate Student Data Transfer Note (ISDTN)

Schools are required to use the Interstate Student Data Transfer Note (ISDTN) in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Standing Council on School Education and Early Childhood (see: <http://scseec.edu.au>).

Please indicate: ☐ Student enrolling ☐ Mail
☐ Student applying for enrolment ☐ Fax
☐ Email

SECTION 1 TO BE COMPLETED BY NEW SCHOOL (on enrolment or application for enrolment)

1 Student Information

a. Student name	<input type="text"/> <small>first/given names</small> <input type="text"/> <small>surname/family name</small>
b. Previous OR other names (if applicable)	<input type="text"/>
c. Preferred first name	<input type="text"/>
d. Date of birth	<input type="text"/> <small>(dd/mm/yyyy)</small> / /
e. Australian citizen	<input type="checkbox"/> YES <input type="checkbox"/> NO ► if no, Visa category if known <input type="text"/>

2 New School Information

a. Name of new school	<input type="text"/>										
b. Contact details	<table><tr><td>Address</td><td><input type="text"/> <small>street address</small></td></tr><tr><td></td><td><input type="text"/> <small>suburb</small> <input type="text"/> <small>state</small> <input type="text"/> <small>postcode</small></td></tr><tr><td>Contact name</td><td><input type="text"/> <small>first/given names</small> <input type="text"/> <small>surname/family name</small></td></tr><tr><td>Phone/fax numbers</td><td><input type="text"/> <small>Phone number</small> <input type="text"/> <small>Fax number</small></td></tr><tr><td>Role/Position</td><td><input type="text"/></td></tr></table>	Address	<input type="text"/> <small>street address</small>		<input type="text"/> <small>suburb</small> <input type="text"/> <small>state</small> <input type="text"/> <small>postcode</small>	Contact name	<input type="text"/> <small>first/given names</small> <input type="text"/> <small>surname/family name</small>	Phone/fax numbers	<input type="text"/> <small>Phone number</small> <input type="text"/> <small>Fax number</small>	Role/Position	<input type="text"/>
Address	<input type="text"/> <small>street address</small>										
	<input type="text"/> <small>suburb</small> <input type="text"/> <small>state</small> <input type="text"/> <small>postcode</small>										
Contact name	<input type="text"/> <small>first/given names</small> <input type="text"/> <small>surname/family name</small>										
Phone/fax numbers	<input type="text"/> <small>Phone number</small> <input type="text"/> <small>Fax number</small>										
Role/Position	<input type="text"/>										
c. Email address	<input type="text"/>										
d. Sector (please tick)	<input type="checkbox"/> Non-government <input type="checkbox"/> Government										

SECTION 2 TO BE COMPLETED BY PREVIOUS SCHOOL (within 5 working days)

1 Previous Schooling Information

a. School	i. Name of previous school	<input type="text"/>
	ii. Address of previous school	<input type="text"/> <small>street address</small> <input type="text"/> <small>suburb</small> <input type="text"/> <small>state</small> <input type="text"/> <small>postcode</small>

1 Previous Schooling Information (continued)

iii. Name of Principal/Delegate

first/given names

surname/family name

iv. Phone number

v. Email

vi. Person to contact for further information on this student

first/given names

surname/family name

vii. Phone number

viii. Email

b. Student

i. Enrolment date

(dd/mm/yyyy)

/

/

ii. Departure date

(dd/mm/yyyy)

/

/

iii. Grade/Level at departure date

iv. Previous three schools (if known)

1)

2)

3)

v. Reason/s for leaving previous schools (if known)

1)

2)

3)

2 Attendance

Attendance concerns

☐ Yes

☐ No

3 Health Care Needs

Health care needs

☐ Yes

☐ No

4 Areas of Interest/Talent

Indicate areas of interest/talent (brief description)

5 Support Needs (please tick)

	Yes	No	Cannot transfer/provide this information
a. Negotiated Curriculum Plan ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Adjusted education program ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Career Guidance file held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. School counsellor/psychologist file held*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Other learning support (specify - eg ESL...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Accelerated Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Young Carers Role ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Schools to consider legislative or policy requirements before sending this information. In Queensland a response will not be provided.

6 Progress in specific learning areas (over the last 12 months)

a. Literacy/English	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
b. Numeracy/Maths	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
c. Other learning areas (specify)			
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
Latest student report available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

* Indication only - see student report (if available) for further details.

7 Pastoral care and behaviour management

a. School disciplinary absences (in/out of school) in the last 12 months*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Individual behaviour management plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No

* This refers to such action as suspension, exclusion, expulsion, isolation or withdrawal.

- ¹ A negotiated curriculum plan refers to things such as an Individual Education Plan (IEP), Education Support Plan (ESP) or any curriculum plan which has been developed to suit the specific need of the individual student and is implemented in the student's school as part of their normal educational provision.
- ² An adjusted program refers to a program in which the student participates separately, alternative to the normal educational program provided within the school. It may constitute part of a school-based curriculum, or it may be conducted off-site or as a full-time program.
- ³ Young carers are children and young people who have caring and support responsibilities for a family member or friend who has a disability, is frail aged, or has chronic mental or physical illness.

