



SCHOOL RECORDS ENROLMENT CHECKLIST

Student Surname:			
Student First Name:			
Name of School:			
Name of School Officer/s:			
ADDITIONAL DOCUMENTATION/NOTES: Calendar Year Enrolment is to Commence: Year Group : (Circle) 7, 8, 9, 10, 11, 12			
DOCUMENT	PARENT	SCHOOL	
List of items to be submitted or sighted	Submits document with Enrolment Application	Received Tick when received	Original has been sighted Tick when sighted
Completed and signed Form A - Enrolment Application Form	Original Form		Not Applicable
Completed and signed Form B - Consent Form	Original Form		Not Applicable
Completed and signed Form C - National Data Collection Form	Original Form		Not Applicable
Completed and signed Form D - Overseas & Exchange Students - <i>If applicable</i>	Original Form		Not Applicable
Passport size photograph of student	Original		Not Applicable
Birth Certificate	Copy		
**Citizenship/Residency/Visa (country of birth other than Australia)	Copy		
**Parent and Child Passport and Visa (if the student is not Australian)	Copy		
**PLEASE NOTE: Nationality/Residential status (original documents to be sighted and copies to be retained by school): <ul style="list-style-type: none"> ● Australian Citizen (If Country of Birth is not Australia, also provide: Naturalisation Certificate or Australian Passport) ● Permanent Resident (If Country of Birth is not Australia, also provide: Passport/Travel Documents and original Residency Visa document issued by the Department of Immigration) ● Temporary Resident (Passport and Visa) - Refer to CEDP Enrolment Overseas Student Guidelines for eligibility to enrol ● Other/Visitor/Student/Refugee/Asylum Seeker/Passport (Passport and Visa) 			
Sacrament certificates (Baptism and Confirmation) - <i>If applicable</i>	Copy		
Family Court Orders/Parenting Plans/Apprehended Violence Orders, Children's Court Orders or other Orders relevant to student - <i>If applicable</i>	Copy		

DOCUMENT	PARENT	SCHOOL	
		Received Tick when received	Original has been sighted Tick when sighted
List of items to be submitted or sighted	Submits document with Enrolment Application		
Medical Action Plan e.g. Asthma, Anaphylaxis - <i>If applicable</i>	Copy		
Medical Plan e.g. Mental Health plan, Medication plan - <i>If applicable</i>	Copy		
Approved Immunisation Certificate	Copy		
Special needs and assessments reports for speech, hearing, cognitive, occupational therapy or others - <i>If applicable</i>	Copy		
Latest school report from previous school	Copy		Not Applicable
NAPLAN results (Years 3, 5, 7, 9) - <i>If available</i>	Copy		Not Applicable
Photo ID of signatories to the form e.g. Drivers License, Passport	Not Applicable	Not Applicable	