



## Enrolment Form - Year 7 – 10 Secondary State School Based – 2024

Please ensure all sections of the form are fully completed to avoid enrolment delays. Forms with information missing will be returned to the base school for completion. For the purposes of this enrolment Cairns SDE is the 'host' school and the 'base' school is the school that is applying to enrol a student at Cairns SDE.

Student Information			
Surname		Given name/s	
Date of birth		EQ ID number	
Gender		LUI Number	
Year level at base school (in 2024)		Student's EQ email address	This is a mandatory field. Enrolment will not proceed until this information is provided for all state school students.
Does the student have any learning difficulty and/or Special Ed support needs which would impact his/her study?			NO <input type="checkbox"/> YES <input type="checkbox"/>
If 'Yes', please provide brief details:			
Is this student an International Student?		NO <input type="checkbox"/> YES (if 'Yes', select the link below) <a href="#">2024 Enrolment Form – Education Queensland International Students</a>	

Base School Details			
School name		School number	
Postal address		Postcode	
Phone		Fax	
School email address			

Subject Request			
Subject requested NB. A subject requested cannot be additional to the number generally studied at the base school. In selecting a subject you confirm, you possess the stipulated prerequisite to study this subject as specified in the course outlines.			
For subject prerequisites, please refer to the 2024 Course Outlines available on the Cairns SDE website.			
Subject		Year Level	
Subject		Year Level	

**Current or Previous Subjects studies**

The following details are mandatory. If left incomplete enrolment may be delayed.

Subject	Year level studied	Year of study	Result and/or percentage of course completed
Report Card attached <input type="checkbox"/>			

**Reason for requested enrolment – mandatory (Please tick as appropriate)**

Subject NOT OFFERED by base school

*Please ensure that the year level of subject applied for is appropriate to the student's proficiency level*

*Timetable Clash*

Subject offered by base school but student unable to access due to timetable clash or other special circumstances.

**Supervisor (Teacher/Exam Supervisor/Study coach/school contact)**

Please note: This person will be the nominated Exam Supervisor and the contact point for the Cairns SDE subject teacher

Title			
Surname		Given name	
Position		Email	
Phone		Fax	

**Privacy Statement**

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

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Studies Authority when opening student accounts, in compliance with Part 2A of the Education (Queensland Studies Authority) Act 2002 (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, sex and Indigenous status, is supplied to the Commonwealth Department of Education, Employment and Workplace Relations in compliance with Commonwealth – State 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 your child's 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 your child's school in the first instance.

## Principal's Declaration

- I certify that the details in this Application for Enrolment are correct and reflect details in our school records.
- Our school agrees to co-operate fully with Cairns School of Distance Education staff in all matters relating to the assessment/progress of enrolled students.
- Loss of learning materials or materials returned in an unacceptable state will incur a replacement cost. The base school agrees to accept full responsibility for the payment of any replacement costs.
- Cairns SDE Semester Reports will be received and distributed to students.

All school based students will have access to:

- computer access at school (PC or Mac)
- internet access at school
- individual student headset with microphone for VOIP
- access to a telephone

Principal name			
Principal signature		Date	

### Address and Forward to:

Attention: Enrolments  
 Cairns School of Distance  
 Education PO Box 7092  
 Cairns QLD 4870  
 Fax: (07) 4080 9100  
 Email: [schoolbasedenrolments@cairnssde.eq.edu.au](mailto:schoolbasedenrolments@cairnssde.eq.edu.au)

\*Please ensure all required signatures are provided

Have you enclosed?

- Bell Times
- Most recent school report
- School timetable - 2024

### Cairns SDE office use only

Date received		Roll class			
Year level		Subject class		DP	
Level of service		Mailroom/teacher advised		EO	
FTE		Invoice date			
Contact teacher					