Application for class group enrolment form – Primary languages

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.

Please include a Student Dynamic Class List from One School with your school's application (Select the following fields: Student Name, EQ ID, Date of Birth, Year Level and Base School Class Code)

Base School Details			
School name		School Number	
Postal address		Postcode	

Language Subject Selection			
Subject		Year level/s	

School Based Supervisor			
Please note: This person will be the nominated Exam Supervisor and the contact point for the Cairns SDE subject teacher.			
Preferred Name			
Job Title		Phone	
Email			

Class Information								
Number of Classes	☐ One	☐ Two	☐ Three	☐ Four	☐ Five	☐ Six	☐ Seven	☐ Eight

Class Teacher	Class Code	Class Teacher	Class Code

Cairns SDE office use only

Date received		**Roll class**		**EO**	
Year level		**Subject class**		**DP**	
FTE		**Subject teacher advised**		**EO**	

Ph: +61 7 4080 9111 E: admin@cairnssde.eq.edu.au W: https://cairnssde.eq.edu.au
Address: 62 Hoare Street, Manunda Qld 4870 Post: PO Box 7092, Cairns Qld 4870
Facebook: Cairns School of Distance Education Instagram: cairnssde
Department of Education *Trading as* Education Queensland International (EQI) CRICOS Provider Code 00608A

Queensland Government

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. ☐ Our school will provide the student with access to the necessary text books and additional resources. ☐ Cairns SDE Semester Reports will be distributed by email directly to parents as per OneSchool. 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			
Principal name			
Principal signature		Date	

Please email completed form to: schoolbasedenrolments@cairnssde.eq.edu.au

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.