



## Enrolment Form – 2026 - School Based - Subject Enrolment – Class Groups

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.

Base School Details			
School name		School Number	
School postal address		Postcode	
Phone		School email address	

Subjects Request			
Subject		Year level	

Reason for requested enrolment (Please tick as appropriate)	
<input type="checkbox"/> Subject not offered by base school	
<input type="checkbox"/> Unable to staff	
<input type="checkbox"/> Staff member on leave until _____	

School Based 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	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr		
Last name		First Name	
Position		Email	
Phone			

Class Information			
Number of Classes	<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Five <input type="checkbox"/> Six <input type="checkbox"/> Seven <input type="checkbox"/> 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	
		Invoice date		EO	

## Student Information

Please attach Student Dynamic Class List from One School. (Include: Student Name, EQ ID, Date of Birth, Year Level and Base School Class Code) OR

Please complete the table below. Please type or print clearly.

[illegible]

Principal's Declaration			
<input type="checkbox"/> I certify that the details in this Application for Enrolment are correct and reflect details in our school records. <input type="checkbox"/> 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. <input type="checkbox"/> Our school will provide the student with access to the necessary text books and additional resources. <input type="checkbox"/> Cairns SDE Semester Reports will be received and distributed to students via parents. <input type="checkbox"/> A Distance Education email has been set up for all school based communications (e.g. distanceed@_____ )			
All school-based students will have access to:			
<input type="checkbox"/> computer access at school (PC or Mac) <input type="checkbox"/> internet access at school <input type="checkbox"/> individual student headset with microphone for VOIP			
Principal name			
Principal signature		Date	

### 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.