



Enrolment Form – 2026 School Based - Year 7 - 10 Secondary State School

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	

Student Information				
Surname			Given name(s)	
Date of birth			EQ ID Number	
Gender	☐ Male ☐ Female		LUI Student Number	
Year level at base school in 2026			Student's EQ email address	
Has the student been enrolled at Cairns SDE prior to 2026?				☐ Yes ☐ No
Is this student an International Student? (If Yes, please complete Enrolment Form for International Students)				☐ Yes ☐ No
Does the student have any learning difficulty and/or Special ED support needs which would impact on his/her study?				☐ Yes ☐ No
If 'Yes', please provide brief details or attach ICP if available				
If yes, please provide brief details:				

Subject Request				
A subject requested cannot be additional to the number generally studied at the base school. In selecting a subject, you confirm that the student nominated possesses the stipulated prerequisite to study this subject as specified in the course outline. For subject prerequisites, please refer to the 2026 Course Outlines available on the Cairns SDE website.				
Subject			Year Level	
Subject			Year Level	

Reason for requested enrolment – mandatory (Please tick as appropriate)	
☐ Subject NOT OFFERED by base school	
☐ Timetable Clash - subject offered by base school but student unable to access due to timetable clash or other special circumstances.	

Cairns SDE office use only

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

Current or Previous subjects studied The following details are mandatory. If left incomplete enrolment may be delayed.

If subject requested is a language & report card is not available, a language diagnostic test must be completed and provided with the enrolment form.

Subject	Year level studied	Year of study	Result

☐ Previous semester's Report Card attached ☐ Language Diagnostic Test attached

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	☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr		
Last name		First Name	
Position		Email	
Phone		Fax	

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 received and distributed to students via parents.
☐ The student most recent report card is attached or alternatively a completed Language Diagnostic Test is attached.
☐ A signed Online Consent Form is attached.
☐ A Distance Education email has been set up for all school based communications (e.g. distanceed@_____)
- All school based students will have access to:
- | | |
|--|--|
| ☐ computer access at school (PC or Mac) | ☐ individual student headset with microphone for VOIP |
| ☐ internet access at school | ☐ access to a telephone |

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 authorized 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.