

Base School Details

School name				School number	
School postal address					
				Postcode	
Phone		Fax		School email address	

Study Information

Subject requested NB. 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 2017 Course Outlines available on the CSDE website.

Subject:		Year level	
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Cohort information – mandatory (Please tick as appropriate)

<input type="checkbox"/> Subject NOT OFFERED by base school				
<i>Please ensure that the year level of subject applied for is appropriate to the student's proficiency level</i>				
<input type="checkbox"/> Dual cohort status (Year 11 and 12 only) – subject offered by base school but student unable to access due to timetable clash or other special circumstances.				
• 3 Year Senior (Year 11 and 12 only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Year of exit	<i>Include copy of 3 Year Senior Plan</i>

Supervising teacher/study coach/school contact

Please note: This person will be used as a contact point for the CSDE subject teacher					
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>
Surname			Given name		
Position			Email		
Phone			Fax		

CSDE: office use only

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

P	
DP	
EO	

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.

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's name

Principal's signature

Date

PRIVACY STATEMENT

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

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

Address and forward to:

Attention: Enrolments
Cairns School of Distance Education
PO Box 7092
Cairns Q 4870
Fax: (07) 40809100
Email: enrolments@cairnssde.eq.edu.au

NOTE: please ensure all required signatures are provided

Have you enclosed?

- Bell Times
- Nomination of Exam Supervisor form – Years 10 to 12 only
- Most recent School Report
- School timetable