

Enrolment Form

Secondary Non-State School Based - 2017



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		Male <input type="checkbox"/>		Female <input type="checkbox"/>		EQ ID number			
Home Address					Postcode				
Postal address (if different)					Postcode				
School email		Family email			Phone				
Cultural background				Country of birth					
(If not born in Australia) Date of arrival				Australian citizen/permanent resident <input type="checkbox"/>			International student <input type="checkbox"/>		
Visa details		<input type="checkbox"/>							
Does the student identify as <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Other please specify:									
Is the student from a non-English speaking background? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: Please specify:									
Does the student have any medical problems which would impact on his/her study?						Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If yes, please provide brief details:									
Year level at base school (in 2017)									
					Has the student been enrolled at Cairns SDE prior to 2017? <input type="checkbox"/> Yes <input type="checkbox"/> No				

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	

Base School Details

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

Parent/Guardian Details

Name			Phone		Email	
Relationship to student: (parent/guardian/home stay parent/other - please specify)						

Evidence of student's immigration status (to be completed for students who are NOT Australian citizens)*

<input type="checkbox"/> Permanent resident					
<input type="checkbox"/> Student visa holder?	Date of arrival:				
<input type="checkbox"/> Temporary visa	Complete passport and visa details section below				
<input type="checkbox"/> Other please specify?		Temporary visa holders must obtain an approval to enrol in a state school from EQI			
Passport and visa details (to be completed for a student who is NOT an Australian citizen)					
NOTE:					
A permanent resident will have a passport with a permanent residency visa inside worded 'Holder(s) permitted to remain in Australia Indefinitely'. For students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.					
Passport number			Passport expiry date		
Visa number			Visa expiry date (if applicable)		
Visa sub class					

Subjects student would like to study

Subjects requested NB. Subjects 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 1:		Year level	
Subject 2:		Year level	
Subject 3:		Year level	
Subject 4:		Year level	

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

Subject Description	Year Studied	Year Level	Result and/or percentage of course completed

Tick or complete the following

Report card attached

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"/>	Given Name			
Surname			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.
- 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:

- 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.

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