

SCHOOL RECORDS ENROLMENT CHECKLIST

Student Surname			
Student First Name			
Name of School Officer			
DOCUMENT List of Items to be submitted or cited	PARENT Submits document with Enrolment Application	SCHOOL	
		Received	Original has been sighted
Completed and signed Form A: Enrolment Application	Original form		Not applicable
Completed and signed Form B: Consent Form	Original form		Not applicable
Completed and signed Form C: National Data Collection Form	Original form		Not applicable
If applicable, completed and signed Form D: Overseas & Exchange Students	Original form		Not applicable
Passport size photograph of student	Original		Not applicable
Proof of residential address (e.g. council rates notice, current driver's licence)	Not applicable	Not applicable	
Birth Certificate	Copy		
Citizenship/Residency/Visa (country of birth other than Australia)	Copy		
Parent and Child Passport and Visa (if student is not Australian)	Copy		
Latest school report from previous school	Copy		Not applicable
NAPLAN results (Years 3, 5, 7, 9) if available	Copy		Not applicable
Sacrament certificates (Baptism and Confirmation) if applicable	Copy		
Approved Immunisation Certificate	Copy		
Special needs and assessments reports for speech, hearing, cognitive, occupational therapy or others (if applicable)	Copy		Not applicable
Medical Action Plan e.g. Asthma, Anaphylaxis (if applicable)	Copy		
Medical Plan e.g. Mental Health plan, Medication plan (if applicable)	Copy		
Family Court Orders / Parenting Plans / Apprehended Violence Orders, Children's Court Orders or other Orders relevant to student (if applicable)	Copy		