

# School Based Enrolment Form

## Application for student enrolment form (state school-based students)

<b>Full Name of Student</b>	
<b>Base School Name</b>	
<b>Year Level Enrolling at this School</b>	

### INSTRUCTIONS

This form is to be completed by the student's base school (state school). Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of the application as soon as practicable. Please ensure **all** sections of the form are fully completed to avoid enrolment delays. Sections of the form not marked (\*) are optional. Incomplete forms will be returned to the base school for completion.

#### PRIVACY STATEMENT

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

- i. assessing whether the application for enrolment should be approved
- ii. administering and planning for providing appropriate education, training and support services to students
- iii. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- iv. communicating with students and parents.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. The 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 the school of distance education in the first instance. If you have a concern or complaint about the way personal information has been collected, used, stored or disclosed, please also contact the school of distance education in the first instance.

#### SECTION 1: BASE SCHOOL DETAILS

<b>School name*</b>			
<b>School postal address</b>	<b>Street number &amp; Street name or Post Office Box</b>		
	<b>City/Town</b>		
	<b>Postcode</b>		
<b>School phone number</b>		<b>School email address</b>	
<b>NOTE: SDE may require base school to provide a Distanced@ email address</b>			

#### SECTION 2: SCHOOL-BASED SUPERVISOR CONTACT/S

<b>Title</b>		<b>Position*</b>	
<b>Family name*</b>		<b>Given names*</b>	
<b>Phone*</b>		<b>Email*</b>	
<b>QCAA Student Management delegate's name and email (if applicable)</b>			

SECTION 3: STUDENT INFORMATION (refer to OneSchool information)			
Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name*		Preferred given names	
Residential address*			
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	
EQ ID Number (if available)		Student's school email address	
What is the student's intended start date?		Current year level at base school	
Does the student have any known medical conditions which would impact on their study	<input type="checkbox"/> Yes, provide details <input type="checkbox"/> No	Brief details of medical condition	
Is the student enrolled at your school as a study abroad student?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide arrival and departure dates Arrival Date: Departure Date:	If yes, was the student studying the requested subject in their home country?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 4: FAMILY DETAILS (refer to OneSchool information)		
Parents/carers	Parent/carer 1*	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 <sup>st</sup> Contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> Contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> Contact number	Work/home/mobile	Work/home/mobile
Email		
Country of birth		
Main language spoken at home		

SECTION 5: COURSE/SUBJECT SELECTION*				
Course/Subject Name	Year level	Class preference 1 (if applicable)	Class preference 2 (if applicable)	Prerequisite per handbook/subject guide and year completed (if applicable)

**Evidence of pre-requisite completion attached to application**

School report     Foreign Language diagnostic task  
 Other, Please specify:

SECTION 6: COHORT INFORMATION	
<b>Why is the student enrolling at SDE?*</b>	<input type="checkbox"/> Course/Subject not offered by base school <input type="checkbox"/> Course/Subject offered by base school but student unable to access due to timetable clash or other special circumstances

SECTION 7: PRINCIPAL'S DECLARATION* (to be completed by the principal of the base school) NOTE: For state schools this is also the flexible arrangement agreement.					
The details in this form are correct. All supporting documentation (i.e. evidence of completion of prerequisite courses/subjects and school reports) is included in this application. My school: <ul style="list-style-type: none"> <li>• Acknowledges that participation in scheduled SDE lessons may be mandatory and will support the student to meet this requirement</li> <li>• Will co-operate fully with the SDE in all matters relating to the assessment/progress of enrolled students</li> <li>• Will provide a suitable learning environment, including appropriate technology</li> <li>• Will co-operate with the SDE in matters regarding the student's educational program</li> <li>• Will provide appropriate support and supervision</li> <li>• Will be liable for any replacement cost for damaged or unreturned learning materials</li> <li>• Is responsible for forwarding applicable fees to the SDE</li> <li>• Agrees to participate in the flexible arrangement for the agreed period of the current school year</li> <li>• Will communicate with parents/carers of students, including informing them about this arrangement for their child's learning.</li> </ul>					
<b>Principal's name</b>					
<b>Principal's signature</b>	<table border="1"> <tr> <td><b>Date</b></td> <td> </td> <td> </td> <td> </td> </tr> </table>	<b>Date</b>			
<b>Date</b>					

SECTION 8: SDE OFFICE USE ONLY						
<b>Enrolment decision</b>	<b>Has the prospective student been accepted for enrolment?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)					
	<b>If no, indicate reason:</b> <input type="checkbox"/> School does not offer year level the prospective student is seeking to be enrolled in <input type="checkbox"/> The course(s)/subject(s) are not offered by the SDE					
<b>Date enrolment processed</b>		<b>Year level</b>		<b>Roll Class</b>		<b>Course/Subject Class(es)</b>
<b>Invoice date</b>						
<b>FTE allocation for SDE (0.2 per subject)</b>		<b>Pick-list</b>		<b>Timetable</b>		

# Subject Selection Form - Year 11

Only students enrolling into Year 11 need to complete this form.

<b>Student Name</b>			
<b>Parent Signature</b>		<b>Date</b>	
<b>Senior Pathway: (Select ONE)</b>	<input type="checkbox"/> <b>QCE</b>	<input type="checkbox"/> <b>QCE + ATAR</b>	
	<p><b>Queensland Certificate of Education (QCE)</b> is Queensland's Senior Certification.</p> <p><b>Employability Pathway:</b> Students wishing to obtain a job, traineeship or apprenticeship when leaving school, will most likely select a QCE only pathway. A QCE pathway can be met by any combination of General, Applied &amp; VET subjects below.</p> <ul style="list-style-type: none"> <li>You must <b>select six (6) subjects in total.</b></li> <li>If enrolling in a Certificate III course, you may select five (5) subjects in total. A Certificate III course is the equivalent of two subjects.</li> </ul>	<p><b>IMPORTANT:</b> Students on an ATAR pathway must also meet the QCE subject requirements.</p> <p><b>Tertiary Pathway:</b> Students wishing to apply for university upon leaving school will need to attain an Australian Tertiary Admission Rank (ATAR).</p> <p><b>ATAR eligibility:</b> Students wishing to attain an ATAR must ensure that their subject selection meets one (1) of the following combinations:</p> <ul style="list-style-type: none"> <li>5 General Subjects</li> <li>4 General Subjects + 1 Applied Subject</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>4 General Subjects + 1 Certificate III course (or higher)</li> </ul>	
<p><b>INSTRUCTIONS:</b> You must select one (1) English and one (1) Math subject. You must select one (1) subject from Line 1 and one (1) subject from Line 2.</p>			
<b>Line &amp; Session Times</b>	<b>General Subjects</b>	<b>Applied Subjects</b>	<b>VET Courses</b>
You must select one (1) subject from Line 1 and one (1) subject from Line 2.			
<b>LINE 6</b>			
Tue – 9.30-10.30 Wed – 1.30-2.30 Fri – 10.50-11.50	<input type="checkbox"/> ENG English	<input type="checkbox"/> ENE Essential English <input type="checkbox"/> MAE Essential Mathematics	
<b>LINE 7</b>			
Tue – 10.50-11.50 Thurs – 9.30-10.30 Fri – 11.50-12.50	<input type="checkbox"/> MAG General Mathematics <input type="checkbox"/> MAM Mathematical Methods	<input type="checkbox"/> ENE Essential English <input type="checkbox"/> MAE Essential Mathematics	
<p><b>INSTRUCTIONS:</b> Select <b>ONE</b> subject only per Line (row). Select a total of <b>FOUR</b> subjects from Lines 1-5 below. A Certificate III course is the equivalent of two subjects. If enrolling in a <b>Certificate III course</b>, select a total of <b>THREE</b> subjects from Lines 1-5 below.</p>			
<b>LINE 1</b>			
Mon – 9.30-10.30 Tue – 11.50-12.50 Thur – 10.50-11.50	<input type="checkbox"/> GEG Geography	<input type="checkbox"/> BSQ Business Studies <input type="checkbox"/> VAP Visual Arts in Practice	<input type="checkbox"/> SWV Certificate II Skills for Work & Vocational Pathways
<b>LINE 2</b>			
Mon – 10.50-11.50 Wed – 8.30-9.30 Thur – 11.50-12.50	<input type="checkbox"/> AHS Ancient History <input type="checkbox"/> PSY Psychology	<input type="checkbox"/> SCS Social & Comm Studies	<input type="checkbox"/> AVC Certificate II in Active Volunteering <input type="checkbox"/> BSW Certificate III in Business
<b>LINE 3</b>			
Mon – 11.50-12.50 Wed – 9.30-10.30 Thur – 8.30-9.30	<input type="checkbox"/> MHS Modern History <input type="checkbox"/> PSY Psychology	<input type="checkbox"/> SCP Science in Practice	<input type="checkbox"/> SWV Certificate II Skills for Work & Vocational Pathways <input type="checkbox"/> TSM Certificate III Tourism
<b>LINE 4</b>			
Mon – 1.30-2.30 Wed – 10.50-11.50 Fri – 8.30-9.30	<input type="checkbox"/> BIO Biology	<input type="checkbox"/> BSQ Business Studies <input type="checkbox"/> SCP Science in Practice <input type="checkbox"/> SCS Social & Comm Studies	<input type="checkbox"/> AGY Certificate III Agriculture <input type="checkbox"/> SWV Certificate II Skills for Work & Vocational Pathways
<b>LINE 5</b>			
Tue – 8.30-9.30 Wed – 11.50-12.50 Fri – 9.30-10.30	<input type="checkbox"/> CHM Chemistry <input type="checkbox"/> PSY Psychology	<input type="checkbox"/> ICJ Information & Communication Technologies <input type="checkbox"/> SCP Science in Practice <input type="checkbox"/> SCS Social & Comm Studies <input type="checkbox"/> VAP Visual Arts in Practice	<input type="checkbox"/> AGY Certificate III Agriculture <input type="checkbox"/> AVC Certificate II in Active Volunteering
<b>Please indicate any VET Certificates completed in Year 10:</b>			
<b>Please note:</b> If you are interested in undertaking an alternative learning option (such as a course through TAFE), please indicate below. You must still select the equivalent of six (6) subjects above. If your alternative learning option (ALO) is approved by the Senior Schooling Deputy Principal, and will contribute to your QCE pathway, your subject selections may be adjusted to include this as part of your subject load.			
<b>Course/Subject Name:</b>			
<b>Course/Subject Provider</b>			
<b>Have you already enrolled in this course?</b>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Alternative Learning Option (ALO):</b>			

## Subject Selection Form - Year 12

Only students enrolling into Year 12 need to complete this form.

<b>Student Name</b>					
<b>Parent Signature</b>				<b>Date</b>	
<b>Senior Pathway</b> (Select ONE)	<input type="checkbox"/> QCE <input type="checkbox"/> QCE and ATAR <input type="checkbox"/> QCIA <input type="checkbox"/> Other:				
Please indicate subjects completed in Year 11 (including grades) and any VET Certificates completed in Year 10 or 11:					
<b>Subject 1</b>	<b>Grade U1</b>	<b>Grade U2</b>	<b>Subject 2</b>	<b>Grade U1</b>	<b>Grade U2</b>
<b>Subject 3</b>	<b>Grade U1</b>	<b>Grade U2</b>	<b>Subject 4</b>	<b>Grade U1</b>	<b>Grade U2</b>
<b>Subject 5</b>	<b>Grade U1</b>	<b>Grade U2</b>	<b>Subject 6</b>	<b>Grade U1</b>	<b>Grade U2</b>
<b>VET Certificate/s completed:</b>					
<b>Line &amp; Session Times</b>	<b>General Subjects</b>		<b>Applied Subjects</b>		<b>VET Courses</b>
	You must select one (1) subject from Line 1 and one (1) subject from Line 2.				
<b>LINE 1</b>					
Mon – 9.30-10.30 Tue – 11.50-12.50 Thurs – 10.50-11.50	<input type="checkbox"/> MAG General Mathematics <input type="checkbox"/> MAM Mathematical Methods		<input type="checkbox"/> MAE Essential Mathematics		
<b>LINE 2</b>					
Mon – 10.50-11.50 Wed – 8.30-9.30 Thurs – 11.50-12.50	<input type="checkbox"/> ENG English		<input type="checkbox"/> ENE Essential English		
Select <b>ONE</b> subject from <b>FOUR</b> only of the lines below. If enrolling in a <b>Certificate III course</b> , you may select <b>ONE</b> subject from <b>THREE</b> only of the lines below.					
<b>LINE 3</b>					
Mon – 11.50-12.50 Wed – 9.30-10.30 Thurs – 8.30-9.30	<input type="checkbox"/> CHM Chemistry <input type="checkbox"/> PSY Psychology		<input type="checkbox"/> SCP Science in Practice <input type="checkbox"/> SCS Social and Community Studies		SWV Certificate II Skills for Work
<b>LINE 4</b>					
Mon – 1.30-2.30 Wed – 10.50-11.50 Fri – 8.30-9.30	<input type="checkbox"/> GEG Geography <input type="checkbox"/> PSY Psychology <input type="checkbox"/> BIO Biology				SWV Certificate II Skills for Work
<b>LINE 5</b>					
Tue – 8.30-9.30 Wed – 11.50-12.50 Fri – 9.30-10.30	<input type="checkbox"/> AHS Ancient History <input type="checkbox"/> PSY Psychology		<input type="checkbox"/> SCS Social and Comm Studies		
<b>LINE 6</b>					
Tue – 9.30-10.30 Wed – 1.30-2.30 Fri – 10.50-11.50	<input type="checkbox"/> BIO Biology		<input type="checkbox"/> SCS Social and Comm Studies		
<b>LINE 7</b>					
Tue – 10.50-11.50 Thurs – 9.30-10.30 Fri – 11.50-12.50	<input type="checkbox"/> MHS Modern History		<input type="checkbox"/> SCP Science in Practice		SWV Certificate II Skills for Work AVC Certificate II Active Volunteering