

School Based Enrolment Form

Application for student enrolment form (Languages)

Base School Name	
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Enrolment Form – School Based Languages

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 purpose of this enrolment Charters Towers SDE is the 'host' school and the 'base' school is the school that is applying to enrol a student at Charters Towers SDE.

BASE SCHOOL DETAILS			
School Name		School Number	
Contact Person		Position	
Phone		Email Address	
School Postal Address			

LANGUAGES DELIVERED BY CTSDE						
Year Level	Subject	Number of students (approx.)	• Years 5 and 6 - circle / highlight three preferred lesson times • Years 7-12 are to follow CTSDE lines shown in 2023 SB Languages Timetable document			Other Information
Year 5	<input type="checkbox"/> Japanese		T: 8:30-9:30am	T: 9:30-10:30am	W: 8:30-9:30am	Base school start time:
Year 6	<input type="checkbox"/> Japanese		TH: 8:30-9:30am	F: 8:30-9:30am	W: 9:30-10:30am	Base school finish time:
Year 7	<input type="checkbox"/> Japanese					Base school lunch time:
Year 8	<input type="checkbox"/> Japanese					Other notes / information (e.g., composite class, non-audio lessons time, etc.):
Year 9	<input type="checkbox"/> Japanese					
Year 10	<input type="checkbox"/> Japanese					
Year 11	<input type="checkbox"/> Japanese					
Year 12	<input type="checkbox"/> Japanese					

SUPERVISOR CONTACT			
Please note: This person will be used as a contact point for the Charters Towers SDE language teacher			
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr		
Last Name		First Name	
Position		Email	

PRINCIPAL'S DECLARATION

- I certify that the details in this Application for Enrolment are correct and reflect details in our school records.
- The base school agrees to cooperate with Charters Towers School of Distance Education in matters regarding the student's program, and to assume appropriate supervision in the base school.

All school-based students will have access to:

- Computer access at school
- Internet access at school
- Individual student headset with microphone for VOIP and/or access to a telephone

Principal name			
Principal signature		Date	

Student Information

This page may be substituted with a OneSchool report containing similar fields.

CLASS NAME	CLASS TEACHER NAME	TEACHER MIS
<i>(Example) 5YG</i>	<i>Yukari Doi</i>	<i>yxdoi0</i>

STUDENT NAME	DATE OF BIRTH	EQ ID	YEAR LEVEL

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) 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.