

Distance Ed

Medical Certification Form

Student's Name:

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THE SCHOOL OF DISTANCE EDUCATION


CHARTERS TOWERS

Distance Education Enrolment Fee Schedule 2: Fact sheet on medical certification

IMPORTANT INFORMATION

It is important that you:

- Ensure that the form (commencing on page 3 of this document and titled) *Medical certification* is completed in full by your Psychologist / Medical Practitioner.
- Take the fact sheet (on page 2 of this document) with you to the consultation with the Psychologist / Medical Practitioner.
- Give the fact sheet to the Psychologist / Medical Practitioner at the time of consultation.
- Point out to the Psychologist / Medical Practitioner the requirements of a medical certificate to support enrolment — paragraph 2 on the fact sheet — **the medical certificate must state that the child is not able to attend a mainstream school for more than 80 consecutive days due to their medical condition.**

Distance Education

Distance Education is a unique form of teaching in which the teacher and student are separated from each other in time and space. In completing this form, please consider carefully whether enrolment with a school of distance education is the most appropriate educational delivery to meet the needs of the student. It is also important that you are able to commit to supervising and supporting your student. The following information is provided to assist you with this consideration.

Home Based Learner (Limited Choice) in a school of distance education applying for a fee exemption due to a medical condition

Students who cannot attend a mainstream state school for more than 80 consecutive school days due to health reasons may apply for an exemption from the enrolment fee where they submit a medical certificate stating this fact. **This form as well as a medical certificate must be signed by a medical practitioner** or a person registered under the Health Practitioner Regulation National Law to practise in the psychology profession, other than as a student. A successive medical certificate would be required after the expiry of the current certificate stating the period that the student cannot attend mainstream school.

The physical separation of teacher and student in distance learning can be challenging for students and their families, particularly for new enrolments. In order for this form of learning to be rewarding and successful for the student, it is important that a strong partnership exists between the school and the home.

It is essential that an appropriate level of support and supervision is available at home. This supervision is to be provided by the home tutor, usually a parent. The home tutor must be able to:

- participate in induction programs and ongoing home tutor support activities
- establish and maintain regular contact with the teacher(s) and the school, and advise any changes to the student's condition or other family circumstance which may impact on the student's learning or ability to return school work on time
- provide active on-site support and supervision of the student, ensuring that the student attends scheduled online lessons (unless the condition precludes this) and that work is completed and submitted in the allocated time
- ensure the student has ready access to all necessary learning materials and resources, including, an appropriate work area, computer, printer, scanner, reliable internet access.

Distance learning will be quite different to other forms of schooling in which the student has participated. It is essential that the student is able to

- establish and maintain contact with the teacher(s)
- return completed work to the teacher(s) within the required time frames
- participate in field/extension services and extracurricular activities related to the student's course or year level, where these are conducted in or near where the student resides and not precluded by the student's condition.

Please note that failure to meet these expectations will result in a review of your enrolment conditions

The following services are provided for students enrolling in the medical category in a school of distance education:

- induction for the home tutor;
- school communication through a variety of channels including face-to-face, prospectus, handbook, course outline, newsletters, web pages, assembly, facebook, phonecalls, email;
- provision of course materials, including print and digital;

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- assessment and reporting back on returned work;
 - scheduled lessons using our online learning platforms, and where appropriate and available, additional tutorials by negotiation between home tutor and teachers.
 - access to library and resource centre services, providing resources in hard copy, digitally, or through the Internet;
 - additional support as identified through consultation with teachers, HODS, HOSES and parents/home tutors to establish the relevant interventions to meet identified needs.
 - access to a range of field services appropriate to the course of study as determined by the school in consultation with the school community.
 - subsidies to assist families with the cost associated with providing computer technology for the home classroom

Individual schools of distance education may also provide additional services based on resourcing and in line with the needs of the school community.

Completed by Medical Practitioner

This form is to be completed by a medical practitioner or a registrant under the *Health Practitioner Regulations National Law* to support an application for enrolment in a school of distance education under the medical category.

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 (EGPA 2006), and in particular for:

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE 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.

| NAME OF STUDENT | | DATE OF BIRTH | |
|--|--|---------------|--|
| 1. Nature of illness or medical condition: | | | |
| 2. Expected length of time this condition will prevent the student from attending a mainstream school (To meet the requirement for enrolment under the 'Medical' category, the Education (General Provisions Act 2006) require that the student is unable to attend their base school for more than 80 consecutive school days due to health reasons.): | | | |
| 3. Please provide a brief outline of the medication/therapy/counselling the student is currently receiving: | | | |

- 4. How has this condition prevented the student from attending mainstream schooling? (If applicable, please include information on the strategies employed to maintain the student in mainstream schooling and your assessment of why these strategies have not worked.)**

In responding to the following, please consider the previous information regarding medical enrolment in a school of distance education.

- 5. How might the student's condition affect his/her ability to study and learn in distance education context? (For example, the student's ability to interact with peers and teachers in a non face-to-face situation; and/or interact with distance learning study materials and complete assigned work)**

- 6. Overall, what is your assessment of the student's ability to cope with distance learning**

- 7. Please provide any additional information which you believe is important for the teacher(s) and school to be aware of in order to provide an appropriate educational program for this student.**

Medical Endorsement

I have noted the information relating to circumstances surrounding studying by distance education. I recommend that, for medical reasons provided in this document, **the student is not capable of attending mainstream school for more than 80 consecutive school days due to health reasons** and is best suited and capable of study with the School of Distance Education.

I endorse this enrolment and confirm that I am providing this student with ongoing consultation and treatment. (Please note: the school may contact you to discuss further confirmation regarding your endorsement).

Signature: _____ Date: _____

Medical practitioner details:

Name: _____

Address: _____

Email Address: _____

Phone Number: _____



Please imprint above with
your official stamp

Distance
Ed

The logo for Distance Ed features the word "Distance" in a black serif font above the word "Ed" in a blue sans-serif font. A yellow arc is positioned between the two words, starting under the 'D' of "Distance" and ending under the 'd' of "Ed".