

CHECKLIST OF REQUIRED STUDENT DOCUMENTS FOR PARENTS AND PRINCIPAL

The following documents are required as part of the enrolment application. A COPY of the original documents must be provided with this completed enrolment form. The original document must be sighted by the school at the enrolment interview or as arranged.

FORM A

Document Name	Parent Checklist To be submitted with Enrolment Application	Parent Checklist To be presented at Enrolment Interview	School Use Only Staff signature for document sighted
Passport size photograph of student		N/A	
Proof of residential Address (e.g. council rates notice, utility Invoice)	Copy	Original	
Birth Certificate	Copy	Original	
Citizenship/Residency/Visa (country of birth other than Australian)	Copy	Original	
Parent and child Passport and Visa (if student is not Australian)			
Latest school report from previous school/Preschool report			
NAPLAN results (Years 3, 5, 7, 9 only)	Copy	Original	
Local Area Permission Note	Copy	Original	
Sacrament certificates (Baptism and Confirmation if applicable)	Copy	Original	
Immunisation Certificates	Copy	Original	
Special needs and assessments reports for speech, hearing, cognitive, occupational therapy or others (if applicable)	Copy	Original	
Medical Action Plan e.g. Asthma, Anaphylaxis (if applicable)	Copy	Original	
Medical Plan e.g. Mental Health plan, Medication plan (if applicable)	Copy	Original	
Family Court Orders / Parenting Agreements / AVO/DVO / other documents relevant to student (if applicable)	Copy	Original	
Terms & Conditions	Copy	Original	

FORM B – To be completed with Form A

Document Name	Parent Checklist	School Use Only Staff signature for documents sighted
Medical Consent Form	Original form	
Raffle Ticket Consent Form	Original form	
Photo Consent Form	Original form	
National Data Collection Form	Original form	

Form C – For Overseas students (if applicable)

Document Name	Parent Checklist To be submitted with Enrolment Application	School Use Only Staff signature for documents sighted
Addendum to Enrolment	Original form	

Form D – Contact information form for parents / carers not residing with a child (if applicable)

Document Name	Parent Checklist To be submitted with Enrolment Application	School Use Only Staff signature for documents sighted
Addendum to Enrolment	Original form	