Parent/Carer Enrolment Checklist

Student Name: ____________________________________________________

To support the enrolment process, please check that you have the following paperwork ready to bring to the school when enrolling your child:

If you are enrolling from another ACT Government School

☐ Copy of you most recent school report
☐ Evidence of your current address
☐ Any documentation relating to court orders for access if applicable
☐ Birth certificate (we will photocopy this for you)

If you are enrolling from a non-government school or from interstate (Australian residents)

☐ Birth certificate (we will photocopy this for you)
☐ Immunization records
☐ Copy of your most recent school report
☐ Evidence of your current address
☐ Any documentation relating to court orders for access if applicable.

If you are enrolling from overseas

☐ Date student first enrolled in an Australian school
☐ Passport
☐ Birth certificate
☐ Residency status documentation (not required for NZ residents)
☐ Immunization records
☐ Copy of your most recent school report
☐ Evidence of your current address
☐ Approval for enrolment from ACT Department of Education (Contact International Education Unit on 6205 9176 to obtain this) (not required for NZ residents)
Office Use Only

Enrolment Checklist

Student is enrolling from another ACT Government School

☐ Copy of the most recent school report sighted and considered in class placement
☐ Evidence of current address sighted
☐ Any documentation relating to court orders for access photocopied if applicable
☐ Birth certificate

Student is enrolling from a non-government school or from interstate (Australian residents)

☐ Birth certificate photocopied
☐ Immunization records photocopied
☐ Copy of the most recent school report sighted and considered in class placement
☐ Evidence of current address sighted
☐ Any documentation relating to court orders for access photocopied if applicable

Student is enrolling from overseas

☐ Date student first enrolled in an Australian school
☐ Email to EALD Coordinator
☐ Passport photocopied
☐ Birth certificate photocopied
☐ Residency status documentation (not required for NZ residents) photocopied
☐ Immunization records photocopied
☐ Copy of the most recent school report sighted and considered in class placement
☐ Evidence of current address sighted
☐ Approval for enrolment from ACT Department of Education and Training (Contact to obtain this) (not required for NZ residents) photocopied

All Students

☐ Photo taken

Student Name: _____________________________ Roll Group: _______ Date: ______________
Entered into MAZE by: ________________________ All documentation checked and filed________