



CHECKLIST - STUDENT ENROLMENT

All student enrolment applications **MUST BE COMPLETED, SIGNED** and a **PHOTOCOPY PROVIDED** of all relevant documentation, detailed on the student enrolment application. **ORIGINAL** documentation to be sighted at the time of application.

PARENT CHECKLIST <input checked="" type="checkbox"/>	PROOF OF RESIDENCE Please provide: <u>ONE PRIMARY SOURCE</u> + <u>ONE SECONDARY SOURCE</u>	OFFICE USE
PRIMARY SOURCE		
	Current lease agreement	
	Rates notice	
	Unconditional sale agreement	
SECONDARY SOURCE		
	Current utility bill (e.g. electricity, gas, water, land-line) showing the same address and parent's//caregiver's name	
<i>NOTE: If you are NOT a Home Owner or Lease Holder please contact the Administration Office for the relevant documentation you need to complete.</i>		

PARENT CHECKLIST <input checked="" type="checkbox"/>	ENROLMENT FORMS	OFFICE USE
	Enrolment Application (<i>White</i>)	
	Enrolment Health Form (<i>Orange</i>)	
	State School Consent Form (<i>Purple</i>)	
	Project Consent Form (<i>Green</i>)	
	Internet/Computer Agreement Form (<i>Blue</i>)	
	Enrolment Agreement Form (<i>Lemon</i>)	
	Participation Agreement Form (<i>Pink</i>)	

PARENT CHECKLIST <input checked="" type="checkbox"/>	DOCUMENTATION REQUIRED	OFFICE USE
	Birth Certificate or extract	
	Passport and Visa (<i>to be provided if not an Australian Citizen</i>)	
	Relevant legal custody orders &/or documents	
	Medical or health plan	
	Has your student received Special Education Support? Yes <input type="checkbox"/> No <input type="checkbox"/> (If YES please supply evidence - Proof of diagnosis, Curriculum Adjustment Plan, Individual Education Plan or other)	
	Latest school academic report card and NAPLAN summary	

Student Name:		DOB:	
Parent/Carer Name:		Year Level:	
Parent/Carer Email:			
Interview With:		In Catchment:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Interview Date:		Interview Time:	
Has the student ever attended SBSHS	Yes <input type="checkbox"/> No <input type="checkbox"/>	Start Date:	

Comments (i.e. learning difficulties)			
---	--	--	--

Office Use Only			
State Wide Check/EQ ID:			
Documentation Complete:	Medical Condition - Advise	Email Student Manager / Class teachers:	
Enter Enrolment Application:	S1 / Transfer Requested:	Enter in SDCS (11,12)	
Enter Permissions:	Timetable : Print 3 (8,9,10) : Student / File / Library	Invoice - SRS, Levies and Govt Text	