



ENROLMENT CHECKLIST

STUDENT NAME: _____ **D.O.B :** _____

Transferring from: _____ **Year level:** _____

In Catchment Area ☐ Outside Catchment ☐ Sibling ☐ Staff ☐

Please ensure you have all of the documentation listed below when enrolling your student.

Parent check Office check

ENROLMENT FORM	Digital pdf. and printable versions of our enrolment form are available from our website under the Enrolment tab.		
Birth Certificate or Passport			
Visa details (if applicable)			
Proof of Usual Residence (minimum 2 documents, eg rates bill, rental agreement, electricity, gas, bank statement, drivers license)			
Most recent School Report/NAPLAN			
Family Court Orders provided (if applicable)			
Medical Information Provided (if applicable) (doctors letters of diagnoses, medication consent, action plan, any other relevant information)			
Enrolment Agreement Signed			
Media consent form signed			
Sport Permission signed			
Internet Agreement (ICT) signed			
SRS discussed & signed (which parent is financially responsible – they must agree)			
Yr Subject Selection			
10- Laptop Program			
12 Guidance Officer contacted			

OFFICE USE ONLY

Interview Date: ____/____/____ **Interview Time:** _____ {AM / PM}
Interview Completed By: _____

BEFORE ARRIVAL

Create student file
 Enrol on One School - Class and House
 Add to - email contact list; Future Tally
 Welcome letter and interview booked

ON ARRIVAL

OneSchool –ACTIVE & update details incl medical
 Take ID photo
 Print Timetable
 Student diary

Yrs 5-12: email support@educationperfect.com student name, EQID & school email address