

STUDENT ENROLMENT CHECKLIST

✓ When completed

Parents

Office Staff

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | COMPLETE APPLICATION TO ENROL (ensure ALL section completed) | <input type="checkbox"/> |
| <input type="checkbox"/> | Both parents are to sign application | <input type="checkbox"/> |
| <input type="checkbox"/> | Ensure to tick <i>online services</i> and <i>permission to publish boxes</i> | <input type="checkbox"/> |
| <input type="checkbox"/> | RETURN COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION BETWEEN 10am and 2pm | <input type="checkbox"/> |

SUPPORTING DOCUMENTATION – 100 POINTS Original documentation is required

Document showing the full name of the child's parent	Points
<p>Only ONE</p> <p>1.1 Council rates notice 1.2 Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3 Exchanged contract of sale with settlement to occur within the applicable school year</p>	40
<p>Any of the following</p> <p>2.1 Private rental agreement for a period of at least 6 months 2.2 Centrelink payment statement showing home address 2.3 Electoral roll statement</p>	20 each
<p>Any of the following</p> <p>3.1 Electricity or gas bill showing the service address* 3.2 Water bill showing the service address* 3.3 Telephone or internet bill showing the service address* 3.4 Drivers licence or government issued ID showing home address* 3.5 Home building or home contents insurance showing the service address 3.6 Motor vehicle registration or compulsory third party insurance policy showing home address 3.7 Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this</p> <p>* Up to three months old</p>	15 each

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| <input type="checkbox"/> | BIRTH CERTIFICATE or PASSPORT with CURRENT VISA | <input type="checkbox"/> |
| <input type="checkbox"/> | AUSTRALIAN CHILDHOOD IMMUNISATION CERTIFICATE (ACIR) | <input type="checkbox"/> |
| <input type="checkbox"/> | IF PARENTS BORN OUTSIDE OF AUSTRALIA (required for one parent) | |
| <input type="checkbox"/> | Passport and | <input type="checkbox"/> |
| <input type="checkbox"/> | Current Visa | <input type="checkbox"/> |