This sheet contains information on how to complete the enrolment application forms. The application forms are to be completed for every child starting in a Tasmanian Government school. If you need further help in completing the application, please ask school office staff. The information you have provided will be used by the school to enrol your child.

It will be used by the Department of Education for student administration and for the planning, provision and reporting of educational programs as authorised by the Education Act 1994 and related State and Commonwealth legislation. It may be disclosed to health practitioners to support student health and safety requirements, and may also be disclosed to government and other agencies where authorised by law. We may not be able to provide some services if the information is not provided.

You may access your personal information by application to the Principal. You can obtain a copy of the Department's Personal Information Protection Policy on request to the school or from the department's website:


YOUR PRIVACY IS PROTECTED

The enrolment forms collect personal information from you to process your child's application for enrolment. Personal information will be managed in accordance with the requirements of the Personal Information Protection Act 2004.
WHAT FORMS ARE REQUIRED?

To enrol your child in school, you will need to complete the following forms:

- Form A – Application for Enrolment (2 pages)
- Form B – Contacts (2 pages)
- Form C – Supplementary Information (only required in some circumstances, check with the school)

THE ENROLLING PARENT/GUARDIAN

Who can be the enrolling parent/guardian?
(Form B) – MAIN CONTACT

- Unless Court Orders determine otherwise the Parents/Guardians should determine who the Main Contact is for the child.
- The enrolling PG/Main Contact is the person who gives permissions and signs form A.

The school can ask for evidence of any of the above.

What if I am a grandparent raising grandchildren?

If you are raising a grandchild, contact the school and make an appointment with the principal to complete the enrolment form and a Statutory Declaration if needed. Schools have information brochures for grandparents raising grandchildren. Information is also available on the Department web under information For Parents & the Community.

FIRST TIME ENROLMENT

There are some items you will need to bring to the school when enrolling your child for the first time.

Identification for your child

When you come to school please bring these documents relating to your child:

- Birth Certificate (see - Group A table this page)
- Immunisation History (see page 3 of this document – Vaccination Information)

If you do not have a Birth Certificate, application forms are available from any Service Tasmania shop, or by contacting Births, Deaths and Marriages, Tasmania (03) 6233 3793.

The application for enrolment is incomplete until evidence of the identity of your child is provided.

Changing a child’s name

If your child’s name is different to the name on their identification, you will need to complete a Student Change of Name Form available from the school office. Acceptable types of evidence are listed on the form.

Identification for the enrolling parent

Your school can require you to provide proof of your identity and address.

Evidence of student’s identity

When first enrolling in a Tasmanian Government school or college, evidence of the student’s identity and date of birth must be provided. If you have difficulty providing evidence of identity or date of birth, discuss the options with your school.

Parents of Tasmanian born students have a fallback option of signing a consent form (available from the school office) authorising the Department to ask the Registry of Births, Deaths & Marriages to verify your child’s identity and date of birth, however no birth certificate will be issued.

Students born in other states will require a birth certificate issued by the relevant state Registry of Births, Deaths and Marriages. Forms and contact details are available on the internet at http://www.justice.tas.gov.au/bdm/links.

GROUP A – one original document from this group for all students

1. Birth Certificate (certified copy, not extract or photocopy)
2. Current Australian or foreign passport and visa
3. Current Australian photo Driver Licence or Tasmanian Learner Licence
4. Citizenship papers
5. Department of Immigration and Citizenship (DIAC) issued travel documents including visa
6. DIAC Certificate of Evidence of Resident Status
7. Tasmanian Personal Information Card

GROUP B – for students over 18 years

8. Centrelink or DVA card
9. Firearm licence
10. Plastic bank/credit card with signature
11. Security guard/crowd controller licence
12. Tertiary student ID card

EVIDENCE OF STUDENT’S INDEPENDENCE

A student under 18 years of age wishing to enrol themselves as an independent student must provide proof of independence. Independent students are generally living away from home, support themselves and meet the Centrelink independent criteria. Evidence of independence is available from Centrelink.
Students over 18 years of age

All adults (18 and over on the first day of Term 1) applying to enrol for the first time in a government school or college must provide three documents from the Group A and B tables (1-12). They must also complete a Good Character Check Application Form and receive a formal clearance prior to beginning study. Forms are available on the department’s web or from any school. The good character check requirement does not apply to open learning and distance education or other adult student enrolments that do not require attendance at classes on school or college premises.

CONSENT FOR MINOR EXCURSIONS

Minor excursions include visits on foot or vehicular transport to places of educational value within the local community that last less than one day. If you do not want your child to participate, you will need to give written notice and state the reasons for withdrawal. All other excursions including those with an inherent risk will require you to sign a separate consent form prior to the excursion.

ABORIGINAL & TORRES STRAIT ISLANDER

If you tick the box indicating indigenous status Aboriginal/Torres Strait Islander origin, you may be asked to provide evidence of eligibility if your child wishes to participate in Aboriginal and Torres Strait Islander specific programs.

MEDICAL CONDITION INFORMATION

The Application for Enrolment Form provides an area for details of your child’s medical conditions. If necessary, attach more details of medical conditions, allergies and treatment. The school has other forms for you and your doctor to authorise prescribed medication to be administered during school hours.

If your child moves to another school, you must report your child’s medical conditions and medication requirements to the new school.

Transporting your child in an emergency

In the event of an emergency, your child will be moved to a safe place for appropriate care without prior permission. This may be by ambulance or other form of transportation. Transportation costs are the responsibility of the person signing the enrolment form.

VACCINATION INFORMATION

The Public Health Act requires you to state whether or not your child has been immunised.

If you state that your child has received particular vaccinations you are required to provide evidence. Acceptable forms of evidence are:

- The child’s health record book
- Signed document on doctor’s letterhead
- Signed document on council letterhead
- A printout from the Health Insurance Commission’s Immunisation Register

If you answer “NO” to the first question you must give the school a statutory declaration stating that you have made a conscientious objection to immunisation. A statutory declaration form “Objection to child immunisation” can be obtained from your school.

CONTACT INFORMATION

For each Contact, please indicate whether they should be the first, second (etc) contacted in an emergency by entering 1, 2 (etc) in the preferred priority for contacting in an emergency box. If they are not an emergency contact, leave the box blank.

For each Contact, indicate the method by which they should normally be contacted. For example, by mobile phone first, place the number 1 in the Order box next to your mobile phone number on the form. You may tick the Silent box if appropriate.

Does the Contact speak a language other than English at home? If more than one language is spoken, indicate the one that is spoken most often.

WHY ARE MY PERSONAL DETAILS REQUIRED

All Australian Education Ministers have agreed on National Goals for Schooling in the 21st Century. To help make sure we are achieving these goals all parents across Australia, are being asked to provide information about family background.

The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background. Providing information about your occupation and education is voluntary but your information will help to ensure that all students are being well served by Australian schools.

If you have retired or stopped working in the past year please choose the group in which you previously worked. If you have not been in paid work in the past 12 months, enter ‘8’ into the box provided. (see Form B-2)
## OCCUPATIONAL TYPES

### GROUP 1:
**Machine operators, hospitality staff, assistants, labourers and related workers**
- Drivers, mobile plant, production/processing machinery and other machinery operators.
- Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper].
- Office assistants, sales assistants and other assistants.
- Office staff [typist, word processing/data entry/business machine operator, receptionist, office assistant].
- Sales [sales assistant, motor vehicle/caravan parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker].
- Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].
- Labourers and related workers.
- Defence Forces: ranks below senior NCO are not included below.
- Agriculture, horticulture, forestry, fishing mining worker [farm overseer, shearer, wool/wool classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, free surgeon, forestry/logging worker, miner, seafarer/ship's hand].
- Other worker [laborer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

### GROUP 2:
**Trades and advanced/intermediate clerical, sales and service staff**
- Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
- Clerks [bookkeeper, bank clerk/PO clerk, statistician/curatorial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/lending clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer service desk, admissions clerk].
- Skills office, sales and service staff.
- Office [secretary, personal assistant, desktop publishing operator, switchboard].
- Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher].
- Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/manager].

### GROUP 3:
**Other business managers, arts/media/sports persons and associate professionals**
- Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.
- Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing].
- Financial services manager [bank branch manager, finance/insurance/insurance broker, credit/loans officer].
- Retail sales/services manager [shop, petrol station, restaurant, club, hotel/inn, cinema, theatre, agency].
- Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official].
- Associate professionals generally have diploma/technical qualifications and support managers or professionals.
- Business/administration recruitment/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager.
- Defence Forces: senior Non-Commissioned Officer.

### GROUP 4:
**Senior management in large business organisation, government administration and defence, and qualified professionals**
- Senior executives/manager/department head in industry, commerce, media or other large organisation.
- Public service manager (Section head or above), regional director, health/education/police/life services administrator.
- Other administrator [school principal, faculty head/learn, library/museum/gallery director, research facility director].
- Defence Forces: Commissioned Officer.
- Professionals: generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
- Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].
- Air/sea transport [aircraft/ship's captain/flight officer/pilot, flight officer, flying instructor, air traffic controller].
## Student Details

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Given Name</th>
<th>Other Given Names</th>
<th>Preferred Given Name</th>
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<table>
<thead>
<tr>
<th>Gender</th>
<th>Date of Birth (dd/mm/yyyy)</th>
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<tbody>
<tr>
<td>Male</td>
<td></td>
</tr>
<tr>
<td>Female</td>
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<table>
<thead>
<tr>
<th>In which country was the student born?</th>
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</thead>
<tbody>
<tr>
<td>Australia</td>
</tr>
<tr>
<td>Other (please specify)</td>
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</table>

<table>
<thead>
<tr>
<th>Does the student speak a language other than English at home?</th>
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</thead>
<tbody>
<tr>
<td>No (English only)</td>
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<tr>
<td>Yes (please specify)</td>
</tr>
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<thead>
<tr>
<th>Year Level of intended enrolment (Grade)</th>
<th>Is the student independent?</th>
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<tbody>
<tr>
<td></td>
<td>Yes</td>
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<table>
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<tr>
<th>Previous school attended</th>
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</table>

## Student Residential Address

<table>
<thead>
<tr>
<th>Street Number and Name</th>
<th>Suburb</th>
<th>Postcode</th>
<th>State</th>
<th>Country</th>
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<tbody>
<tr>
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</tbody>
</table>

## Student Contacts (where applicable)

<table>
<thead>
<tr>
<th>Order*</th>
<th>Silent*</th>
<th>Home phone</th>
<th>Work phone</th>
<th>Mobile phone</th>
<th>Email address (use both lines if necessary)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

* Order: Number the first column of boxes in order of contact preference (1 to 4) where applicable. (eg. if the student’s mobile phone is the preferred contact, mark the Order box with "1")
* Silent: Tick the corresponding Silent Number box if applicable.

## Indigenous Status

<table>
<thead>
<tr>
<th>Is the student of Aboriginal or Torres Strait Islander origin?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
<tr>
<td>Yes, Aboriginal</td>
</tr>
<tr>
<td>Yes, Torres Strait Islander</td>
</tr>
</tbody>
</table>

## International Student

<table>
<thead>
<tr>
<th>Is the student an Australian or New Zealand citizen?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
<tr>
<td>Yes, Torres Strait Islander</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If no, provide Visa No.</th>
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</tbody>
</table>

## Evidence of Identity

For students under 18 – one type of identity document is required.

<table>
<thead>
<tr>
<th>Type of document provided</th>
<th>Document reference number</th>
</tr>
</thead>
</table>

For students over 18 – three types of identity documents are required.

<table>
<thead>
<tr>
<th>Type of document provided</th>
<th>Document reference number</th>
</tr>
</thead>
</table>

## Details of Enrolment

<table>
<thead>
<tr>
<th>Year of enrolment</th>
<th>Commencement date if not start of school year</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sighted by</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

## Sibling Details

Full Name of any sibling currently or previously enrolled in a Department of Education school.

<table>
<thead>
<tr>
<th>Sibling Date of Birth (dd/mm/yyyy)</th>
<th>Sibling’s school attended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
### FORM A (2) Application for ENROLMENT – Medical and Other Info

**DOCTOR OR CLINIC INFORMATION**

<table>
<thead>
<tr>
<th>Doctor or Clinic Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Suburb</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
</tbody>
</table>

**MEDICAL CONDITION INFORMATION**

Does the student have any medical conditions you think we should know about?

- [ ] No
- [x] Yes – please give details

Please attach additional details if required.

**ALLERGY / ANAPHYLAXIS INFORMATION**

- [ ] Yes
- [ ] No

- [ ] Has the allergy involved hospitalisation?
- [ ] Can it be life threatening?
- [ ] Has the allergy been called anaphylaxis?
- [ ] Has the student been prescribed an EpiPen?

**MOBILITY INFORMATION**

- [ ] Yes
- [ ] No

Does the student use a wheelchair or other mobility aid?

- [ ] Yes – please give details

### CONSENT FOR MINOR EXCURSION PARTICIPATION

(See details in the Enrolment Application – Information for Parents and Guardians)

- [ ] Yes
- [ ] No

### CONSENT TO PUBLICATIONS

(See the Personal Information Protection details in the Enrolment Application – Information for Parents and Guardians.)

Photographs of students involved in activities, and work by students, are often published to enable the students to share their experiences and enable parents and others to be informed about the school’s work. Since photographs on websites are available to the whole world, Department of Education guidelines aim to ensure students’ safety by requiring staff not to link students’ names to their photographs. If you later wish to withdraw consent, please inform the school in writing.

1A I give consent for photographs that include the student to be published in school or college print publications, such as the yearbook and newsletter.

1B I give consent for photographs that include the student to be published on the school or college Internet site and in other electronic publications.

2 I give consent for photographs that include the student to be published in other Department of Education publications, such as websites, reports and brochures.

3A I give consent for samples of work by the student to be published in print publications within school programs such as the newsletter and yearbook, if he/she agrees for it to be used.

3B I give consent for samples of work by the student to be published on an Internet site and in other electronic publications within school programs, if he/she agrees for it to be used.

4 Consent to the media – I give consent for the student to be photographed, filmed or interviewed, and their given name and surname to be published by newspapers, radio and television in stories about education and school activities. The media may also publish the name of the school or college the student attends.

### AUTHORISING SIGNATURE

Which best describes you?

- [ ] Enrolling parent or guardian
- [ ] Independent / adult student self-enrolling

To sign this form you must be either an independent or adult student or the enrolling parent as detailed in the “Information for Parents and Guardians”. Enrolment is not complete until you have provided evidence of the student’s date of birth and identity, and any other evidence requested, and the school or college accepts the enrolment.

Signature – I certify that the information provided in this form is correct

Date of signature (dd/mm/yyyy)
### Application for ENROLMENT – Contacts

**Student(s) Name**

See Enrolment Application – Information for Parents and Guardians.

#### DETAILS OF ENROLLING PARENT (Main Contact)

- **Relationship to this student (eg Father or Mother)**
- **Family Name**
- **Given Names**
- **Preferred Name – optional**
- **Gender**
  - M
  - F
- **Date of Birth (dd/mm/yyyy)**
- **Title**
- Preferred priority for contacting in emergency (e.g. 1, 2, 3, 4)
- Tick if this person is to be billed for all fees for the student

**Residential Address – Street Number and Name**

- **Suburb**
- **State**
- **Country**
- **Postcode**

**Mail Address – if not the same as Residential Address**

- **Suburb**
- **State**
- **Country**
- **Postcode**

**Mail Label (eg Mr and Mrs D Smith)**

- **Order**
  - Silent
  - Home phone
  - Work phone
  - Mobile phone
  - Email address

Does the parent speak a language other than English at home?

- No (English only)
- Yes (please specify)

---

#### DETAILS OF OTHER CONTACT (2)

- **Relationship to this student (eg Father or Mother)**
- **Family Name**
- **Given Names**
- **Preferred Name – optional**
- **Gender**
  - M
  - F
- **Date of Birth (dd/mm/yyyy)**
- **Title**
- Preferred priority for contacting in emergency (e.g. 1, 2, 3, 4)
- Tick if this person is to be billed for all fees for the student
- Tick if this person wishes to receive communications separately

**Residential Address – Street Number and Name**

- **Suburb**
- **State**
- **Country**
- **Postcode**

**Mail Address – if not the same as Residential Address**

- **Suburb**
- **State**
- **Country**
- **Postcode**

**Mail Label (eg Mr and Mrs D Smith)**

- **Order**
  - Silent
  - Home phone
  - Work phone
  - Mobile phone
  - Email address

Does the contact speak a language other than English at home?

- No (English only)
- Yes (please specify)

---

Doc ID: TASED-4-1209
### EDUCATION DETAILS FOR ENROLLING PARENT (1)

The Dept of Education is required to collect the following information on behalf of the Australian Government (see Information for Parents and Guardians).

**Occupation Group Number (1, 2, 3, 4 or 8)**

Highest year of primary or secondary school completed (tick box)
- [ ] Year 12 or equivalent
- [ ] Year 11 or equivalent
- [ ] Year 10 or equivalent
- [ ] Year 9 or equivalent or below

Level of highest qualification completed (tick box)
- [ ] Bachelor degree or above
- [ ] Certificate I – IV (inc. trade certificate)
- [ ] Advanced Diploma/Diploma
- [ ] No non-school qualification

### EDUCATION DETAILS FOR OTHER CONTACT (2)

The Dept of Education is required to collect the following information on behalf of the Australian Government (see Information for Parents and Guardians).

**Occupation Group Number (1, 2, 3, 4 or 8)**

Highest year of primary or secondary school completed (tick box)
- [ ] Year 12 or equivalent
- [ ] Year 11 or equivalent
- [ ] Year 10 or equivalent
- [ ] Year 9 or equivalent or below

Level of highest qualification completed (tick box)
- [ ] Bachelor degree or above
- [ ] Certificate I – IV (inc. trade certificate)
- [ ] Advanced Diploma/Diploma
- [ ] No non-school qualification

### DETAILS OF OTHER CONTACT (3)

Relationship to this student (eg Grandmother)

<table>
<thead>
<tr>
<th>Family Name</th>
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<td></td>
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<table>
<thead>
<tr>
<th>Given Names</th>
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</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Preferred Name – optional</th>
<th>Title</th>
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</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Date of Birth (dd/mm/yyyy)</th>
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<tbody>
<tr>
<td>M</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
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</table>

Preferred priority for contacting in emergency (e.g. 1, 2, 3, 4)

Tick if this person wishes to receive communication separately

**Residential Address – Street Number and Name**

<table>
<thead>
<tr>
<th>Suburb</th>
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<tbody>
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<td></td>
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<table>
<thead>
<tr>
<th>State</th>
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<table>
<thead>
<tr>
<th>Country</th>
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</table>

Postcode

### DETAILS OF OTHER CONTACT (4)

Relationship to this student (eg Aunt or Uncle)

<table>
<thead>
<tr>
<th>Family Name</th>
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</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Given Names</th>
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<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Preferred Name – optional</th>
<th>Title</th>
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<table>
<thead>
<tr>
<th>Gender</th>
<th>Date of Birth (dd/mm/yyyy)</th>
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<tbody>
<tr>
<td>M</td>
<td></td>
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<tr>
<td>F</td>
<td></td>
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</tbody>
</table>

Preferred priority for contacting in emergency (e.g. 1, 2, 3, 4)

Tick if this person wishes to receive communication separately

**Residential Address – Street Number and Name**

<table>
<thead>
<tr>
<th>Suburb</th>
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<tbody>
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<table>
<thead>
<tr>
<th>State</th>
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<table>
<thead>
<tr>
<th>Country</th>
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<tr>
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</table>

Postcode

**Mail Address – if not the same as Residential Address**

<table>
<thead>
<tr>
<th>Suburb</th>
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<table>
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<th>State</th>
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<tr>
<th>Country</th>
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</table>

Postcode

**Mail Label (eg Mr and Mrs D Smith)**

<table>
<thead>
<tr>
<th>Order</th>
<th>Silent</th>
<th>Home phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Work phone</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mobile phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Email address

Doc ID: TASED-4-1209
### Supplementary Information

**Student(s) Name**

**School Name**

### PART A - LEGAL ORDERS

<table>
<thead>
<tr>
<th>Legal Order Type</th>
<th>Residency</th>
<th>Restraining</th>
<th>Child Protection</th>
<th>Contact</th>
<th>Special Issue</th>
</tr>
</thead>
</table>

**Copy of Court Order Supplied**

- [ ] Yes
- [ ] No

**Full Name of any Person (other than the student) to whom the Legal Order applies**

**Order Start Date**

**Order Expiry or Review Date**

**Details of Order and other information relevant to the school**

### PART B - INDEPENDENT STUDENT

**Date student became independent**

**Type of evidence supplied**

- [ ] Evidence of Centrelink Payment
- [ ] Rental or Utility Document together with Guidance Officer or Social Worker letter
- [ ] Document signed by Parent or Guardian saying student is independent
- [ ] Notice of Assessment as eligible for independent rates for Youth Allowance, AusStudy or AbStudy

**Date evidence sighted by School**

### PART C - STUDENT IN OUT OF HOME CARE

**Start Date**

**Other relevant information or comment**

**Review Date**

### PART D - STUDENT TRANSPORT

**Bus Route**

**Direction**

- [ ] To school
- [ ] From school
- [ ] Both directions

**Traveling Days**

- [ ] Monday
- [ ] Tuesday
- [ ] Wednesday
- [ ] Thursday
- [ ] Friday