

Enrolment – Preparation for Interview Checklist

All required documentation must be completed and provided to the school before an enrolment can progress.

<input type="checkbox"/> New Enrolment <input type="checkbox"/> Re-Enrolment <input type="checkbox"/> Repeating	Parent / Carer Checklist Please ✓	Interviewer Initials
Enrolment Application All sections of the enrolment application must be completed and signed prior to the interview.		
Documents required for Interview The Enrolment Interviewer will require the following documents to sight, copy and return to you.		
<ul style="list-style-type: none"> • Birth Certificate (only needed if student has not previously enrolled in a Queensland Department of Education school) 		
<ul style="list-style-type: none"> • Passport and Visa for student (if born overseas). 		
<ul style="list-style-type: none"> • Passport and Visa for parent/carer (if born overseas). 		
Relevant Legal Guardianship Documentation: <ul style="list-style-type: none"> • E.g. Custody orders, Out of home care etc. to be provided. • Only verified copies of court orders are acceptable 		
Student School Report: <ul style="list-style-type: none"> • Most recent Semester report. • A copy of recent Year 3,5,7 or 9 NAPLAN 		
Acceptable Proof of Residency: Evidence of residential address of parent / carer must be provided e.g. <ul style="list-style-type: none"> • Current phone or electricity bill, current long-term tenancy agreement, contract of sale, etc. • Parent/carer Drivers Licence. • Statutory Declarations as required. 		
SEP – diagnosed disability (information only)		