



Enrolment - Preparation for Interview Checklist

All required documentation must be completed, signed and returned to the school office prior to booking your enrolment interview.

Completed Enrolment Application and additional documents can be returned to our school office or emailed to enrolments@harristownshs.eq.edu.au.

Please ensure that all sections highlighted in yellow are fully completed and signed. Please draw attention to all sections highlighted pink and complete if applicable.

<input type="checkbox"/> New Enrolment <input type="checkbox"/> Re-Enrolment <input type="checkbox"/> Repeating	Parent / Carer Checklist Please ✓	Enrolment Officer Please ✓
Enrolment Pack All sections of the enrolment pack must be completed, signed and returned to our office. <ul style="list-style-type: none"> • Enrolment Application • Consents & Agreements • SRS Agreement • Laptop Purchase Program agreement (Year 10 & Year 11 only) We will then process your application and contact you to schedule an enrolment interview.	<input type="checkbox"/> Enrolment Application <input type="checkbox"/> Consents & Agreements <input type="checkbox"/> SRS Agreement <input type="checkbox"/> Laptop Purchase Program agreement (Year 10 & Year 11 only)	<input type="checkbox"/> Enrolment Application <input type="checkbox"/> Consents & Agreements <input type="checkbox"/> SRS Agreement <input type="checkbox"/> Laptop Purchase Program agreement (Year 10 & Year 11 only)
The Enrolment Officer will require the following documents to sight, copy and return to you.		
Acceptable Proof of Residency Current proof of residency at the address indicated can be provided as follows: <ul style="list-style-type: none"> • One primary source - a current lease agreement, rates notice, or unconditional contract of sale, and • One secondary source - a utility bill (e.g., electricity, gas) showing this same address and parent/carer name Please note that a driver licence will not be accepted as Proof of Residency.		
<ul style="list-style-type: none"> • Birth Certificate (only needed if student has not previously enrolled in a Queensland Department of Education school) or • Australian Citizenship Certificate 		
<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 Card • A copy of recent Year 3, 5, 7 or 9 NAPLAN 		
Diverse Learning - diagnosed disability (information only)		