



## 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](mailto: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 ✓
<b>Enrolment Pack</b> All sections of the enrolment pack must be completed, signed and returned to our office. <ul style="list-style-type: none"> <li>• Enrolment Application</li> <li>• Consents &amp; Agreements</li> <li>• SRS Agreement</li> <li>• Laptop Purchase Program agreement (Year 10 &amp; Year 11 &amp; Year 12 only)</li> </ul> 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 & Year 12 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 & Year 12 only)
The Enrolment Officer will require the following documents to sight, copy and return to you.				
<b>Acceptable Proof of Residency</b> Current proof of residency at the address indicated can be provided as follows: <ul style="list-style-type: none"> <li>• One primary source - a current lease agreement, rates notice, or unconditional contract of sale, and</li> <li>• One secondary source - a utility bill (e.g., electricity, gas) showing this same address and parent/carer name</li> </ul> Please note that a driver licence will not be accepted as Proof of Residency.				
<b>Out of Catchment Enrolments</b> Students whose principal place of residence is outside the school's relevant catchment area can apply to enrol at Harristown SHS. Enrolment of students from outside the local catchment area is restricted to ensure that the total current and forecast enrolment do not exceed the Student Enrolment Capacity. The decision to approve an Out of Catchment enrolment is at the Principal's discretion. <ul style="list-style-type: none"> <li>• Supporting letter requesting consideration for Out of Catchment enrolment</li> <li>• Latest Report Card</li> </ul>				
<ul style="list-style-type: none"> <li>• Birth Certificate (only needed if student has not previously enrolled in a Queensland Department of Education school) or</li> <li>• Australian Citizenship Certificate</li> </ul>				
<ul style="list-style-type: none"> <li>• Passport and Visa for student (if born overseas)</li> </ul>				
<ul style="list-style-type: none"> <li>• Passport and Visa for parent/carer (if born overseas)</li> </ul>				
Relevant Legal Guardianship documentation: <ul style="list-style-type: none"> <li>• E.g. Custody orders, Out of Home Care etc. to be provided</li> <li>• Only verified copies of court orders are acceptable</li> </ul>				
Student School Report: <ul style="list-style-type: none"> <li>• Most recent Semester Report Card</li> <li>• A copy of recent Year 3, 5, 7 or 9 NAPLAN</li> </ul>				
<b>Diverse Learning - diagnosed disability (information only)</b>				