



HERVEY BAY STATE HIGH SCHOOL

ENROLMENT REQUEST

In order for a student to be enrolled at Hervey Bay State High School, certain information needs to be provided so we can process the enrolment as effectively as possible. If a student is enrolling from another State School in Queensland, you have already completed an enrolment form and we will simply require you to check these details rather than complete a whole new form again.

If enrolling from overseas or interstate the process will be a little different and you will be supplied with an **APPLICATION FOR ENROLMENT FORM** which will need to be completed and signed.

Please supply the following information relating to the student enrolling so we can proceed with the proposed enrolment.

Name of **Prospective Student** as name appears on **BIRTH CERTIFICATE**.

Is the student known by any other name?

DATE OF BIRTH

Female / Male

Name of Enrolling Parent/Carer 1

Phone:

Name of Enrolling Parent/Carer 2

Phone:

Email address

Current residential address of **STUDENT**

Enrolling into which **YEAR LEVEL**?

TODAY'S DATE:

Intended **START DATE:**

PLEASE IDENTIFY THE GROUP WHICH BEST REPRESENTS THE STUDENT ENROLLING

THE STUDENT IS TRANSFERRING TO HERVEY BAY STATE HIGH SCHOOL FROM ANOTHER **STATE** SCHOOL IN **QUEENSLAND**

Name of **PREVIOUS SCHOOL**:

THE STUDENT IS TRANSFERRING TO HERVEY BAY STATE HIGH SCHOOL FROM A PRIVATE SCHOOL OR FROM INTERSTATE BUT HAS ATTENDED A QUEENSLAND STATE SCHOOL IN THE PAST.

Name of **QUEENSLAND STATE SCHOOL**/s attended in the past:

1

2

Name of **PRIVATE** or **INDEPENDENT SCHOOL** attended in the past:

THE STUDENT HAS **NEVER** ATTENDED A QUEENSLAND STATE SCHOOL

Name of school attended **INTERSTATE** or **OVERSEAS**.

Prospective students for Hervey Bay State High School need to have an Enrolment Interview with a delegate of the Principal as listed below in order to complete the enrolment process;

- | | |
|--|-----------------------------|
| • Year 7 – 12 | Deputy Principal |
| • Inclusive Education Centre | Head of Inclusive Education |
| • Students for Overseas / Interstate
or with special circumstances (e.g. Health/Family) | The Guidance Officer |

Hervey Bay State High School prides itself on keeping our student records as accurate as possible and therefore actively seeks parent/carer support for the provision of important information which affects the student now and into the future.

Sighting of Birth Certificate

Schools are required to sight and copy a child’s birth certificate. An alternative to a birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child born in a country without a birth registration system – passport/visa document will suffice)

Name on enrolment form

A student should be enrolled under their legal name as per their birth certificate. There is provision to also record a student’s preferred family and given name. The legal name will appear on semester reports. The preferred name only will be used on internal school documents such as class rolls.

Court Orders

Any court orders concerning the welfare, safety or parenting arrangements of children should be provided to the school by parents, and the school should also be provided with any new or updated orders.

Health Management Plans

If your student has a severe or significant health issue please provided a current **Health Management Plan**.

- **Students enrolling from a QUEENSLAND STATE SCHOOL will be provided with a number of ‘Attachments’ along with a printout of personal information currently held on Education Queensland’s database. These need to be read and signed and brought to an enrolment interview where all enrolment documents will be validated.**
- **Students enrolling from INTERSTATE OR OVERSEAS should complete an Application for Enrolment form. They will also be provided with a number of ‘Attachments’ which need to be read and signed and brought back to an enrolment interview where all enrolment documents will be validated.**

FOR OFFICE USE ONLY	
NOTIFICATION OF ENROLMENT INTERVIEW	
Date Request Received	
Semi-populated application issued	
Blank application issued	
Date / time of Interview	
Enrolment Officer	