

Together We Thrive and Succeed



KEEBRA PARK STATE HIGH SCHOOL

ENROLMENT PACK



KNOW



PERFORM



ACHIEVE

56-58 Anne St, Southport Qld 4215

Phone: (07) 5509 2555

Email: enrolments@keebroparkshs.eq.edu.au

Website: www.keebroparkshs.eq.edu.au



PRINCIPAL'S WELCOME



Dear Future Keebra Park State High School Families

At Keebra Park State High School your child can look forward to an exciting journey where they will be encouraged to develop their unique skills and abilities by teachers who know them and whose focus is your child's pathway to success.

Keebra Park State High School is a small school community able to offer a wide range of opportunities to students of all ability levels. Whether you are looking for academic, sporting, or cultural opportunities, our school has exceptional programs delivered by dedicated expert teachers that will achieve the educational outcomes you desire.

General Enrolment Information (for all students)

- ✓ Enrolment Form
- ✓ State School Consent Form
- ✓ Information Technology Student Use Agreement
- ✓ Bring Your Own Device (BYOD)
- ✓ Enrolment Agreement
- ✓ How to create a USI

Specialist Program Applicants

The Keebra Park Specialist Programs are offered to students wishing to focus on developing, extending and accelerating knowledge in their chosen area within Academic, Sporting or The Arts. Entry is competitive, depending on the program the prospective students may be required to complete an online examination and attend a trial or audition. On receipt of application students will be provided further details to finalise their application.

If you would like more information regarding enrolment at Keebra Park State High School, we have a range of options for you including – visiting our school website, facebook page, email or telephone.

Warm regards

Adam Brandis
Principal

ENROLMENT CHECKLIST



Enrolment pack must be **completed in full** to be processed.
Students must be accompanied by parent/guardian at interview.

<p>Student's Name: _____</p> <p>DOB: _____ Age: _____</p>	<p>Last school attended: _____</p> <p>Date enrolment forms lodged with office: _____</p>
Enrolment Information Checklist	
<div style="display: flex; flex-direction: column; gap: 10px;"><div><input type="checkbox"/> Enrolment Form completed</div><div><input type="checkbox"/> Student Resource Scheme completed</div><div><input type="checkbox"/> Proof of address - you must provide original documentation when you hand in your application<div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%;">PRIMARY SOURCE (1 of the following)<div style="margin-top: 5px;"><input type="checkbox"/> Contract of Sale (unconditional)</div><div style="margin-top: 5px;"><input type="checkbox"/> Current Lease agreement</div><div style="margin-top: 5px;"><input type="checkbox"/> Rates notice</div></div><div style="width: 45%;">SECONDARY SOURCE<div style="margin-top: 5px;"><input type="checkbox"/> Utility bill (eg. electricity, gas) showing this same address and parent's/ legal guardian's name</div></div></div></div><div><input type="checkbox"/> Record of academic achievement (previous two report cards) from previous school</div><div><input type="checkbox"/> (To be sighted) Child's birth certificate, Australian Citizenship Certificate, or Australian or New Zealand Passport</div><div><input type="checkbox"/> Appropriate Visa (if required)</div><div><input type="checkbox"/> Custody/Protection orders - documentation must be provided and will be copied by school.</div></div>	
Inclusive Support	
<p>So that we can support your student, please advise and provide all reports including diagnosis and recommendations from your Professional provider. Tick applicable boxes:</p> <div style="display: flex; flex-wrap: wrap; gap: 10px;"><div><input type="checkbox"/> Speech/Language issues</div><div><input type="checkbox"/> Dyslexia</div><div><input type="checkbox"/> Auditory processing</div><div>Any learning difficulties/support in: <input type="checkbox"/> Numeracy <input type="checkbox"/> Literacy</div><div><input type="checkbox"/> Have you seen a Guidance Officer? _____</div><div><input type="checkbox"/> Any other disability/need not listed? _____</div></div>	
For Senior Students Only	
<div style="display: flex; flex-direction: column; gap: 10px;"><div><input type="checkbox"/> Student QCAA Application<ul style="list-style-type: none">To be completed only if student is enrolling from (A) QLD Non-State School or (B) Interstate TransferPaperwork available if applicable</div><div><input type="checkbox"/> Student USI Number<ul style="list-style-type: none">Students in Years 10, 11 and 12 are required to obtain a Unique Student Identifier (USI). Go to www.usi.gov.au to register and provide details below: USI Number is: _____</div></div>	

KEEBRA PARK STATE HIGH SCHOOL



Application for student enrolment form

INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland state school* information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

PRIVACY STATEMENT

The Department of Education (DoE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (Qld) (EGPA 2006), and in particular for:

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal – State Government funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999* (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	____ / ____ / ____
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate.</p> <p>The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p>	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> current driver's licence; or adult proof of age card; or current passport. 	



APPLICATION DETAILS				
Has the prospective student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of school and approximate date of enrolment.		
What year level is the prospective student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date	____ / ____ / ____	Please provide the proposed starting date for the prospective student at this school.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	____ / ____ / ____
			School	

INDIGENOUS STATUS	
Is the prospective student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander

FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 st Phone contact number*	Work/home/mobile	Work/home/mobile
2 nd Phone contact number*	Work/home/mobile	Work/home/mobile
3 rd Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8')	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8')
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode			Postcode
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?			What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

COUNTRY OF BIRTH*	
In which country was the prospective student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify country) _____ Date of arrival in Australia ____/____/____
Is the prospective student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, evidence of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS	
Does the prospective student speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*	
<input type="checkbox"/> Permanent resident	Complete passport and visa details section below
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____/____/____ Date enrolment approved to: ____/____/____ EQI receipt number: _____
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI
<input type="checkbox"/> Other, please specify _____	

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS* (continued)

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

NOTE: A permanent resident will have a visa grant notification with an indefinite stay period indicated.

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

Passport number		Passport expiry date	____ / ____ / ____
Visa number		Visa expiry date (if applicable)	____ / ____ / ____
Visa sub class			

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

Where does the prospective student come from?	<input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Other
Please provide name and address of education provider/activity provider/employer	

RELIGIOUS INSTRUCTION*

<p>From Year 1, the prospective student may participate in religious instruction if it is available.</p> <p>If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.</p> <p>Parents/carers may change these arrangements at any time by notifying the principal in writing.</p>	<p>Do you want the prospective student to participate in religious instruction?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'Yes', please nominate the religion:</p> <p>_____</p>
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PROSPECTIVE STUDENT ADDRESS DETAILS*

Principal place of residence address				
Address line 1				
Address line 2				
Suburb/town		State		Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')				
Address line 1				
Address line 2				
Suburb/town		State		Postcode
Email				

EMERGENCY CONTACT DETAILS (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)*

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 st phone contact number*	Work/home/mobile	Work/home/mobile
2 nd phone contact number*	Work/home/mobile	Work/home/mobile
3 rd phone contact number*	Work/home/mobile	Work/home/mobile

PROSPECTIVE STUDENT MEDICAL INFORMATION (including allergies)***Privacy Statement**

The Department of Education (DoE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take routine medication during school hours, the *Parent consent to administer medication at school* form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

No known medical conditions	<input type="checkbox"/>		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify		
Name of prospective student's medical practitioner (optional)		Contact number of medical practitioner	
Medicare card number (optional)		Position Number	
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)		Private health insurance membership number (leave blank if company name is not provided)	
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)			<input type="checkbox"/> Yes <input type="checkbox"/> No

COURT ORDERS***Out-of-Home Care Arrangements***

Under the *Child Protection Act 1999*, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

Is the prospective student identified as residing in out-of-home care?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.	Commencement date	____/____/____
	End date	____/____/____
Contact details of the Child Safety Officer (if known)	Name	
	Phone number	

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document

COURT ORDERS* (continued)**Family Court Orders***Are there any current orders made pursuant to the *Family Law Act 1975* concerning the welfare, safety or parenting arrangements of the prospective student?☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

/ /

End date

/ /

Other Court Orders*

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?

☐ Yes ☐ No

If yes, what are the dates of the court order? Please provide a copy of the court order.

Commencement date

/ /

End date

/ /

APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at _____.

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	/ /	/ /	/ /

Office use only

Enrolment decision		Has the prospective student been accepted for enrolment? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)					
		If no, indicate reason: <input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements <input type="checkbox"/> Prospective student is mature age and school is not a mature age state school <input type="checkbox"/> Does not meet Prep age eligibility requirement <input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application <input type="checkbox"/> Does not meet requirements for enrolment in a state special school <input type="checkbox"/> Does not have an approved flexible arrangement with the school <input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in <input type="checkbox"/> Prospective student has no remaining semester allocation of state education					
Date enrolment processed	/ /	Year level		Roll Class		EQ ID	
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No			Birth certificate/passport sighted, number recorded and DOB confirmed		<input type="checkbox"/> Yes <input type="checkbox"/> No Number:	
Is the prospective student over 18 years of age at the time of enrolment?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, is the prospective student exempt from the mature age student process?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, has the prospective mature age student consented to a criminal history check?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
School house/ team				EAL/D support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined	
FTE		Associated unit		Visa and associated documents sighted		<input type="checkbox"/> Yes <input type="checkbox"/> No	
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa		EX – exchange student DE – distance education	

Parental occupation groups for use with parent/carers details

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager [section head or above], regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces commissioned officer

Professionals generally have degrees 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

Health, education, law, social welfare, engineering, science, computing professional

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

Group 2: Other business managers, arts/media/sportspeople 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/investment/insurance broker, credit/loans officer]

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals

Health, education, law, social welfare, engineering, science, computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer.

Group 3: Tradespeople, clerks and skilled office, sales and service staff

Tradespeople generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff:

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

Group 4: 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 [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 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 not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

Group 8: Have not been in paid work in the last 12 months

State schools standardised medical condition category list

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Asthma – student self-administers medication
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalasassaemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other

Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

Parent's occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.

10 July 2023

Introduction to the State School Consent Form (attached) for Keebra Park State High School

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level. Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* or by law to record, use or disclose the student's personal information or materials without consent (eg. assessment of student materials does not require further consent).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent, please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: **www.keebiaparkshs.eq.edu.au**
- Facebook: **www.facebook.com/keebiaparkshs**
- Girls Sport Academy Facebook: **<https://www.facebook.com/keebiaparkgirlssportacademy>**
- Rugby League Academy Facebook: **<https://www.facebook.com/rugbyatkeebia>**
- YouTube: **<https://www.youtube.com/user/KeebraParkSHS>**
- Instagram: **<https://www.instagram.com/keebiaparkhighschool/>**
- Girls Sport Academy Instagram: **<https://www.instagram.com/keebiaparkgsa/>**
- Rugby League Academy Instagram: **<https://www.instagram.com/keebiaparkrla/>**
- Twitter: **www.twitter.com/keebiaparkshs**
- Other: ***QSchools app, KPSHS Electronic newsletter, promotional material***
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials,
 - presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact:

Enrolments Officer
enrolments@keebiaparkshs.eq.edu.au
07 5509 2523

The Enrolment Officer should be contacted if you have any questions regarding consent. Please retain this letter for your records and return the signed consent form.

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

(d) Name to be used in association with the person's personal information and materials* (please select):

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name

**Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.*

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment),
or other purposes associated with the operation and management of the school or DoE including to publicly
celebrate success, advertising, public relations, marketing, promotional materials,
presentations, competitions and displays.
 - Promoting the success of the person in section 1, including their academic, sporting or
cultural achievements.
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the
above purposes in the following:
 - the school's newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the 'Media
Sources' section of the explanatory letter (attached);
 - year books/annuals;
 - promotional/advertising materials; and
 - presentations and displays.

4

TIMEFRAME FOR CONSENT

School representative to complete.

- (a) Timeframe of consent: duration of enrolment.
(b) Further identified activities not listed in the form and letter for the above timeframe:

5

LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

6

CONSENT AND AGREEMENT

► **CONSENTER – I am (tick the applicable box):**

- ☐ parent/carer of the identified person in section 1
☐ the identified person in section 1 (if a mature/independent student or employee including volunteers)
☐ recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student

Print name of consenter.....

Signature or mark of consenter.....

Date

Signature or mark of student (if applicable).....

Date

INFORMATION TECHNOLOGY STUDENT USE AGREEMENT



The use of computers across the curriculum at Keebra Park State High School is extensive, and many facilities are available for students to use. By being a financial member of the Curriculum & Resources scheme (included in the package), and agreeing to, signing and abiding by the conditions of this agreement students are able to:

- Have access to the computing facilities which include computers, scanners, digital cameras, printers and multimedia devices.
- Use the Internet and have an e-mail account

Section 1: Computer Facilities Use Agreement:

As a student of Keebra Park State High School, I will:

- Respect the computer equipment, and take care of the equipment and rooms.
- **Not** share my passwords, **or allow others** to access my accounts.
- **Not** login to the network or Internet using another's login.
- Only enter Computer Rooms when a teacher is present.
- Sit according to a seating plan or where allocated by a teacher.
- Report any faulty, damaged or missing equipment immediately to my teacher.
- Not attempt to repair machines or touch cabling.
- Use only the programs my teacher and I have agreed to.
- **Not** install unauthorised computer programs onto the network or into my home directory.
- Check any floppy disks for viruses when I use them at school.
- Leave the computing facilities neat and tidy.
- Use my Print account allocation wisely.
- Accept I am liable for damage to computer equipment as a result of deliberate or careless activities.

Section 2: Student e-mail Acceptable Use Policy

As a student of Keebra Park State High School, I will:

- Only use the provided e-mail program or MIS Webmail.
- Primarily use my e-mail account for educational purposes.
- Not send personal email during class time.
- Not conduct offensive, threatening or illegal activities through e-mail. I understand that Education Queensland filters all e-mail and reports to the school any infringements, e.g. the use of swear words.
- Be a responsible e-mail user and respect the rights of others, e.g. * I won't place unreasonable demands on those whom I contact and I will be polite, respectful and courteous and thank others for assistance.
- Not allow another student to use my e-mail.
- Understand that as an official Keebra Park High e-mail account holder, my communications must be consistent with the high standards of our school.
- Accept that my e-mail account may be withdrawn if I violate any of the above conditions as per the Computer Code of Conduct.

Section 3: Student Internet Acceptable Use Policy

Access to the Internet is provided to help students with research and learning. This policy provides appropriate guidelines for students to use the Internet for school purposes and personal interest at appropriate times.

As a student of Keebra Park State High School, I will:

- Only access material on the Internet that is directly related to my school work during class time.
- Restrict my use of the Internet to the World Wide Web and will not use News, FTP, Chat, Telnet or any other services without the permission of my teacher or supervisor.

- Be aware that I may encounter material that would be considered offensive or inappropriate because of pornographic, racist, violent, illegal, illicit, abusive or other content. Accordingly, I am responsible for monitoring and appropriately rejecting information and links accessed by me. Hence, I will not intentionally access, distribute by copying, storing or printing such inappropriate material.
- Not download and use software, games, music, graphics, videos or text materials that are copyrighted without the permission of the copyright owner.
- Acknowledge any ideas or material of others that I use in my work by listing their source in a bibliography and clearly indicating any directly quoted material.
- Not reveal any personal contact details about myself or others on the web. This includes home, school and work addresses, telephone and credit card numbers.
- Use my access time efficiently and appropriately by not playing games, or using the Internet for commercial or political purposes.
- **Not** allow **another student** to use my internet account.
- Accept that my internet usage is monitored by the School and Education Queensland, and that I am accountable for the sites visited by my login and I will abide by Education Queensland's Internet acceptable use policy.
- Accept that my Internet use may be terminated and I may face further disciplinary action if I choose not to follow the guidelines of this policy.

STUDENTS MUST BE AWARE THAT VIOLATIONS OF THIS POLICY MAY RESULT IN TERMINATION OF ACCESS TO NETWORK OR INTERNET. THERE IS NO SPECIAL CONSIDERATION FOR STUDENTS ENROLLED IN SUBJECTS WHICH REQUIRE SUCH ACCESS.

INFORMATION TECHNOLOGY STUDENT USE AGREEMENT



STUDENT NAME _____

STUDENT SECTION

I understand and will abide by the conditions and rules as set out in the Keebra Park State High School Information Technology Student Use Agreement. I further understand that there may be consequences (including loss of network privileges) if I should commit any violation of these conditions in line with the Behaviour Management Policy.

Student Signature _____ Date _____

PARENT/CAREGIVER SECTION

GENERAL USE OF COMPUTER RESOURCES:

As the parent/caregiver of this student, I have read the Information Technology Student Use Agreement. I understand that the computer resources at Keebra Park State High School are designed for educational purposes and that any violation of the conditions as set out in this agreement can lead to loss of privileges. I also understand that theft or damage to equipment may result in my becoming liable for the cost of replacement parts and/or repairs.

Parent/Caregiver signature _____ Date _____

INTERNET ACCESS

As the parent or caregiver of this student, I understand that it is impossible for the school to fully restrict access to controversial material on the global information systems such as the Internet. I also understand that while the school will take the appropriate measures to limit access to illegal, dangerous or offensive material, it is each student's responsibility not to initiate access to such material. I hereby give permission for my child to be given access to electronic communication networks including the Internet.

Parent/Caregiver signature _____ Date _____

FILM VIEWING CONSENT

Only to be completed by parents/carers of students in Years 7, 8, 9 and 10.

I do / do not give permission for my child _____ to view M Rated (Years 7, 8 and 9) and/or MA Rated (Year 10) texts in class for study purposes.

Parent/Carer Signature _____ Date _____

BYOD

What is BYOD?

BYOD stands for Bring Your Own Device. This program permits students to bring their own device, within specification, to school to support and further their education. It means devices such as laptops can now access school and Education Queensland networks where previously this had not been allowed. This makes working between home and school seamless for students.

We are committed to moving students and staff forward in a contemporary learning environment. By using a BYOD model gives parents and students greater choice in device, functionality and budget.

IT devices are a powerful means of differentiating and personalising a student's education, and student-owned devices facilitate student choice over which application best suits their learning and communication style. All devices using the Windows, MAC and IOS (ipads) operating system are supported, but currently all devices using the Android/Google Chrome operating system are not supported.

Minimum Device Recommendations

Specification	Minimum	Desirable	Senior Students studying Graphics and Engineering Technologies
Processor	"i3" Intel or equivalent	"i3" Intel or equivalent	"i5" Intel or Higher
RAM	4 GB	4 GB	8 GB
OPERATING SYSTEM	Windows 7 or beyond	Windows 7 or beyond	Windows 7 or beyond
Battery Life	6 hours	8 hours	8 hours
Wireless	802.11n Dual Band or ac	802.11n Dual Band or ac	802.11n Dual Band or ac
Screen Size	11" +	11" +	11" +
HDD Capacity	128 GB	128 GB	256 GB +
External Ports	USB, Audio Out	USB, Audio Out	USB, Audio Out

Device care

The student is responsible for taking care of and securing the device and accessories in accordance with school policy and guidelines. Responsibility for loss or damage of a device at home, in transit or at school belongs to the student. Advice should be sought regarding inclusion in home and contents insurance policy.

It is advised that accidental damage and warranty policies are discussed at point of purchase to minimise financial impact and disruption to learning should a device not be operational.

For further information please see our website – www.keebroparkshs.eq.edu.au.



KNOW



PERFORM



ACHIEVE



BYOD (Bring Your Own Device) Application

Students planning on bringing their own device to school as a tool to assist in their learning must complete the following application and return to the IT department. The application will be reviewed to ensure the device will comply with the recommended specifications and be capable of connecting to the school's network. On approval an appropriate time/date for connection to the network will be scheduled.

Permission

- Permission is granted for my child to bring their own device to school as a tool to assist in their learning.
- My child's use of the device requires the appropriate student ICT use policies are maintained.
- Supervising persons may take whatever disciplinary action they deem necessary to ensure the safety, wellbeing and successful conduct of the students as a group, or individually, when using this device
- I acknowledge it is my child's responsibility to ensure all items stored on the device are backed up appropriately.
- Where applicable it is my child's responsibility to maintain an appropriate level of anti-virus protection on the device.
- It is my child's responsibility to ensure the device is fully charged when bring it to school.
- I acknowledge that the Department of Education, Training and the Arts does not have insurance cover for student's personal devices.

Parent/Guardian Name:

Parent/Guardian Signature:

Parent/Guardian Contact Phone Number:

STUDENT DETAILS

STUDENT NAME:		
YEAR LEVEL:		ROLL CLASS:

DEVICE DETAILS

Device Type: (Circle)	Tablet/Laptop	
MAKE:		MODEL:
IS THE DEVICE WIRELESS CAPABLE: YES/NO	IS THE DEVICE 3G CAPABLE? YES/NO	WILL THE BATTERY HOLD CHARGE FOR 6 HOURS? YES/NO
HOW OLD IS THE DEVICE?		

OFFICE USE ONLY

MAC ADDRESS:
NETWORK ID:
DOES THE DEVICE CONNECT TO THE WIRELESS: YES/NO
IS THE DEVICE G: Drive capable: YES/NO



KNOW



PERFORM



ACHIEVE

ENROLMENT AGREEMENT

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Keebra Park State High School.

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform
- respect the school property.

Responsibility of parents to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- inform school of student absences and reasons for absences in a timely manner
- treat school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self discipline and self control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number.

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the school's Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect.

Keebra Park State High School rules and policies can be found on the website:

<https://www.keebroparkshs.eq.edu.au/our-shool/rules-and-policies>

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature:

Parent/Carer Signature:

On behalf of Keebra Park State High School:

.....

.....

.....

SENIOR STUDENT USI YEARS 10, 11 and 12

INFORMATION ABOUT USI AND HOW TO CREATE A USI

A Unique Student Identifier (USI) is effectively an account or reference number made up of numbers and letters. The USI will allow all of an individual's training records, entered in the national vocational education and training (VET) data collection, to be linked. The USI will make it easier for students to find, collate and authenticate their VET achievements into a single transcript. It will also ensure that students' VET records are not lost.

The USI will be available online and **at no cost to the student**. This **USI will stay with the student for life** and be recorded with any nationally recognised VET course that is undertaken from when the USI comes into effect.

The USI initiative will:

- Seamlessly link information about a student's VET achievements, regardless of where they study
 - Enable students to easily access secure digital transcripts of their achievements
- <https://www.usi.gov.au> Give students access to, and more control over, their educational information

Steps to create your USI:

The following steps show how students can create a USI: **STEP 1**. Select one form of ID from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Non - Australian Passport (with Australian Visa) for international students
- Birth Certificate (Australian) – please note Birth Certificate extract is not sufficient
- Certificate of Registration by Descent
- Citizenship Certificate
- Immi-Card

IMPORTANT: The details entered when a student creates a USI must match exactly with those on their form of ID and their personal details on their enrolment form.

STEP 2 - Click onto <http://www.usi.gov.au/create-your-USI> and click on student entry. The student will then be taken to the student page where they will then click on "Create USI". Then click on continue, and accept the terms and conditions.

STEP 3 - The student will fill in some personal and contact details which must match exactly with the details shown on their form of ID and their personal details on their enrolment form.

STEP 4 - The student will be required to set their USI account password and questions for security purposes. Then their USI will be displayed on the screen. **Student should write down their USI somewhere safe or enter it into their phone for safe keeping.** Students will also receive their USI by either email, phone or by mailing address (which ever they chose as their preferred contact method when creating their USI). Record this USI nos. on the student enrolment form (page 6) or email it to USI@keebraparkshs.eq.edu.au

STEP 5 - Once students receive their USI, they are required to login and activate the account.

For more information please visit: usi.gov.au or email: usi@education.gov.au

Phone: 133 873