Enrolment Documentation Checklist for Parents and Carers

Schools collect information as part of the enrolment process to support your child when they start school. To verify this information, schools may ask for supporting documentation.

This checklist details what documents parents and carers must provide when enrolling your child in a Victorian government school. These documents are generally requested after you receive an enrolment offer, except for proof of address and visa documents.

Your child is guaranteed a place at the local school they are zoned for. To find your local school, visit the Find my School website at www.findmyschool.vic.gov.au.

Families seeking enrolment at a specialist or selective entry school may need to provide other documents not in listed this checklist.

Checklist

1. Name and date of birth

You **must** provide the school with evidence to verify your child's name and date of birth. This is **mandatory** for all students enrolling in a Victorian government school for the first time. Your child's birth certificate is the preferred document to verify their name and date of birth.

Check box	Document
☐	Australian or International Birth Certificate **(Preferred)**

If your child's birth certificate is not available, you must provide **one** of the following documents to the school.

Check box	Document
☐	Australian or International Passport
☐	Australian Citizenship Certificate
☐	Australian Visa documents
☐	Immicard
☐	Medicare card with the child's name and date of birth
☐	Doctor's advice attesting to the child's name and date of birth

2. Address

Some schools require evidence to verify your child's permanent residential address to process an enrolment application. This is often required when schools need to limit their enrolments to students who live within their school zone and siblings due to capacity constraints. If requested, you **must** provide evidence of your child's address.

Check box	Document
☐	Contact the school to find out what documents are needed or refer to the enrolling in school website for more information: www.vic.gov.au/how-choose-school-and-enrol.

3. Residency status

If your child is an Australian citizen and they were born overseas, you **must** provide **one** of the documents listed below. You are not required to provide evidence of your child's Australian citizenship if they were born in Australia and are an Australian citizen.

Check box	Document
☐	Student's Australian citizenship certificate
☐	Student's Australian passport

If your child is an Australian permanent resident and holds a permanent residency visa, you **must** provide the school with a copy of **one** document combination listed below. This includes children who are New Zealand citizens.

Children who are born in Australia and have an Australian birth certificate are not automatically Australian citizens and may fall into this category.

Check box	Document
☐	Student's New Zealand passport, **or** Student's New Zealand citizenship certificate
☐	Student's New Zealand birth certificate, **and** • One parent's New Zealand birth certificate (prior to 2006), **or** • One parent's New Zealand passport, **or** • One parent's Cook Island, Tokelau and Niue birth certificate.
☐	Student's permanent residency visa, **and** Student's passport

If your child is a temporary resident and holds visa documents allowing them to attend school in Victoria on a short-term basis, you **must** provide the school with a copy of **both** documents listed below. This includes students on study visas (500 or 571) and visitor visas (600). It also includes students on bridging visas and those listed as dependents on their parent's visa.

Most students on temporary visas will need to pay fees and enrol in the International Student Program. For more information, please refer to www.study.vic.gov.au or contact the Department of Education International Education Division at international@education.vic.gov.au.

Check box	Document
☐	Student's temporary residency visa, **and** Student's passport

If your child is a refugee but does not have a valid humanitarian visa, you **must** provide the school with a copy of **one** document listed below

Check box	Document
☐	A letter from the Department of Home Affairs (DHA) or Adult Multicultural Education Services (AMES)

4. Living or care arrangements

If there is an intervention order, parenting order or any other court order impacting you or the child, you **must** provide the school with a copy of **all** court orders. If the child is living in a statutory or informal care arrangement such as foster care, kinship care, permanent care, residential care or lead tenant, you **must** provide **all** care arrangement documents to the school.

Check box	Document
☐	Court orders or other care arrangement documents

If the child is living with you in an informal care arrangement, you **must** complete an Informal Carer's Statutory Declaration.

Check box	Document
☐	Informal Carer's Statutory Declaration (available at: www2.education.vic.gov.au/pal/decision-making-responsibilities-students/policy

5. Health and medical needs

If your child is enrolling in a primary school, you **must** provide a copy of your child's Immunisation History Statement. Secondary schools do not need to collect your child's immunisation history statement.

Check box	Document
☐	Immunisation History Statement (available online through your myGov account, through the Express Plus Medicare mobile app, by calling the AIR enquiries line, or by asking your doctor to print a copy)

If your child has health or medical related needs, you **must** provide copies of the documents listed below if relevant.

Check box	Document
☐	Asthma Action Plan (available at: www.asthma.org.au/treatment-diagnosis/asthma-action-plan/)
☐	Anaphylaxis Action Plan (available at: www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis)
☐	Allergy Action Plan – only required for students with a green plan (available at: www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-allergic-reactions)
☐	Diabetes Action and Management Plan (available at: www.diabetesvic.org.au/support-services/diabetes-in-youth/diabetes-action-and-management-plans/)
☐	Epilepsy Management Plan (available at: www.epilepsyfoundation.org.au/understanding-epilepsy/epilepsy-and-seizure-management-tools/epilepsy-plans/)
☐	Emergency Medication Management Plan for Epilepsy (available at: www.epilepsyfoundation.org.au/understanding-epilepsy/epilepsy-and-seizure-management-tools/epilepsy-plans/)
☐	Medical Advice Form (request from the school). If relevant, your child's medical practitioner will need to complete and return this form to the school.
☐	Medication Authority Form (request from the school). If relevant, your child's medical practitioner will need to complete and return this form to the school.

6. Other documents

If your child has a disability or additional learning needs, please provide any relevant information from their medical or allied health practitioners after they have been offered enrolment. This information will help the school make reasonable adjustments so that your child can participate in education on the same basis as their peers without a disability.

If requested, you **must** complete and return consent forms provided by the school. Examples of these consent forms are listed below. You can choose whether or not to give your consent.

Check box	Document
☐	Head lice consent form
☐	Photographing, Filming and Recording students consent form

Frequently Asked Questions

What school can I enrol my child in?

Your child is guaranteed a place at their local school (the school they are zoned for). To find your local school, visit the Find my School website at www.findmyschool.vic.gov.au. You can also request enrolment at another government school, even if you do not live in the school zone. Your child should be offered enrolment if the school has available places.

Why do I need to provide supporting documents to the school?

Schools require supporting documents to verify your child's name, date of birth, address, residency status, care arrangements and medical or health-related needs. These documents help the school meet their legal responsibilities and ensure your child receives appropriate support when they start school. They also help the school to correctly respond to your child's needs in the event of a first aid incident or medical emergency.

How do I know what supporting documents I need to provide?

Read this checklist to see what documents are required. Not all documents are mandatory and may depend on your child's individual circumstances. If you have any questions, please contact your school for support.

When do I need to provide supporting documents to the school?

Schools request supporting documents after your child has been offered enrolment. This is generally when you are asked to complete a full enrolment form. The only exception is proof of address and temporary residency visa documents for international students, which schools may request earlier.

Do I need to provide all the suggested documents if my child is moving from a government school to a new government school?

No, if your child is enrolled in a government school and is moving to another government school, you do not need to provide all the suggested documents. Examples of required documents might include recent proof of address and updated health and medical records. The school will let you know what supporting documents you need to provide.

Can I submit digital copies of the required documents, or do they need to be physical copies?

Yes, you can provide copies of documents to the school either in-person or digitally. You do not need to provide documents in their original form.

What if a school requests a document not on the checklist?

You do not need to provide additional documents to enrol your child, e.g. NAPLAN results or school reports. However, sharing more information once your child has been offered enrolment can help the school better understand and support your child's learning needs.

Note: This does not apply to international students on temporary visas who must apply with the Department of Education International Education and may require further documentation.

What should I do if I can't provide a document or need more information?

It is important that you provide all required documentation, so your child receives appropriate support when starting school. If documents are missing or if information is incomplete, the school may delay your child's admission for up to 5 days. During this time, you will need to collect and submit the missing documents to the school. If you do not have all the documents needed for your child's enrolment, please contact the school for support. Schools are committed to ensuring enrolment practices do not unfairly disadvantage families facing difficult situations, such as those experiencing homelessness, family violence or recently arrived immigrants or refugees.

How long will the school keep my child's information?

The school will keep most of the information you provide for at least 7 years. This is so the school complies with public record keeping laws. The school will also need to keep a permanent summary of your child's information. This summary includes your child's name, date of birth, address and the name and contact details of any parent or carer of the student.

How is my information managed by a school?

The Department of Education and schools value your privacy and are committed to protecting information that schools collect. All information collected in the enrolment form and supporting documentation is managed as described in the schools' privacy policy (available here: www.vic.gov.au/schools-privacy-policy).