

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.

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.

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
<input type="checkbox"/>	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
<input type="checkbox"/>	Australian or International Passport

2. Address Proof

Schools require evidence to verify your child's permanent residential address to process an enrolment. 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
<input type="checkbox"/>	100 Points Proof of Address: https://www.education.vic.gov.au/Documents/parents/going-to-school/100-point-address-checklist.pdf

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
<input type="checkbox"/>	Student's Australian citizenship certificate
<input type="checkbox"/>	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
<input type="checkbox"/>	Student's New Zealand passport, or Student's New Zealand citizenship certificate
<input type="checkbox"/>	Student's New Zealand birth certificate, and <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	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, you **must** provide the school with a copy of **both** documents listed below. This also includes students on bridging visas.

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
<input type="checkbox"/>	Student's temporary residency visa, and Student's passport

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
<input type="checkbox"/>	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
<input type="checkbox"/>	Informal Carer's Statutory Declaration, available at: https://content.sdp.education.vic.gov.au/media/informal-carer-statutory-declaration-template-1943

5. Health and medical needs

You **must** provide a copy of your child's Immunisation History Statement.

Check box	Document
<input type="checkbox"/>	Immunisation History Statement (available online through your myGov account, 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
<input type="checkbox"/>	Asthma Action Plan (available at: www.asthma.org.au/treatment-diagnosis/asthma-action-plan/)
<input type="checkbox"/>	Anaphylaxis Action Plan (available at: www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis)
<input type="checkbox"/>	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)
<input type="checkbox"/>	Diabetes Action and Management Plan (available at: www.diabetesvic.org.au/support-services/diabetes-in-youth/diabetes-action-and-management-plans/)
<input type="checkbox"/>	Epilepsy Management Plan (available at: www.epilepsyfoundation.org.au/understanding-epilepsy/epilepsy-and-seizure-management-tools/epilepsy-plans/)
<input type="checkbox"/>	Emergency Medication Management Plan for Epilepsy (available at: www.epilepsyfoundation.org.au/understanding-epilepsy/epilepsy-and-seizure-management-tools/epilepsy-plans/)
<input type="checkbox"/>	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.
<input type="checkbox"/>	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. 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.