

## Enrolment Checklist

Dear Parent/Carer

Please find below a checkbox list of all of the requirements and documentation to be handed in with your enrolment forms:

*[Original documents to be sighted - photocopies of items will be made by the school office]*

- Birth Certificate
- Passport and/or Visa *(if applicable)*
- Passport and/or Visa for both parents *(if applicable)*
- Proof of residency – current rates notice or 12 month rental agreement with name present
- Immunisation Certificate
  - issued by Australian Childhood Immunisation (Phone: 1800 653 809) stating “*This child has received all vaccines required by 5 years of age*”
  - international immunisations must be provided and verified by an Australian doctor
- Does your child speak English as a second language?
- Custody Court Orders
- Are there any medical alerts? Have you completed your Medicare number?
- Names and phone numbers of emergency contacts
- Has your child attended kinder? If so, name of kinder \_\_\_\_\_
- Has your child attended school? If so, name of school \_\_\_\_\_
- Recent copy of local or international kinder / school report
- Signatures on enrolment form
- Information you would like to share with us form
- Consent forms:
  - Head lice
  - Consent to release information
  - Newsletter / media consent
  - Local walking permission
- Other \_\_\_\_\_

If you require assistance, please the office on 9379 3979.

Thank you  
1 March 2019