

WHAT DOCUMENTS ARE IN THE ENROLMENT APPLICATION (EA) KIT?

ENROLMENT APPLICATION (EA) KIT:

Document	Description	Audience
EA - Expression of Interest Form	A one page PDF form which collects information from families interested in attending your school.	Legal Guardians
EA - Application for Enrolment Form	A PDF form version of the Application for Enrolment Form for schools to either directly print and provide to parents, or, upload to the school website. Parents are then able to access online and enter data, save a copy of the form and print the form to provide to the school, either as a hard copy or by scanning and emailing the signed form.	Legal Guardians
EA - Application for Enrolment Notes Booklet	A PDF version of explanatory notes for schools to print and provide to parents, and upload to their school website. Parents can then access these notes to assist with completing the Application for Enrolment Form.	Legal Guardians
EA – Enrolment Processing Checklist	A fully editable Word version checklist for use when processing Enrolment Forms and Enrolment Interviews.	Office Staff

Points to note about the Application for Enrolment form:

- Provision has been made for two persons (Parent/Caregiver/Legal Guardian 1 and Parent/Caregiver/Legal Guardian 2) to be nominated on the form. Families will have an opportunity to nominate additional Contact/Related Persons as part of the Enrolment Confirmation process.
- Billing/finance data (including the nomination of the fee payer(s) is not collected at the Enrolment Application stage. This will be collected as part of the Enrolment Confirmation process. Consent forms (Media and Communications, Acceptable Use of Computer and Internet Resources, ICT Device) will also be collected as part of the Enrolment Confirmation process.

Can I change the Application for Enrolment Form?

The form has been revised from previous versions to accommodate the new School and Student Administration System and reflect recent changes required by the Ministerial Council for Education, Early Childhood Development and Youth Affairs (MCEEDYA). It was also designed for ease of data entry and has corresponding terminology and fields used in eMinerva and Dynamics.

Schools are able to personalise or customise the application process by attaching cover letters, or adding pages or appendices if required. However these will be separate, companion documents that have been created by the school and accompany the Application for Enrolment Form in the school's enrolment pack or on the school's website. Provision for the collection of any additional school documents is made in the check list at the end of the Confirmation of Enrolment Form.