




ENROLMENT CHECKLIST

The documentation below **must be submitted** before any request to enrol will be considered. Part applications **will not** be accepted.

1.	Student Enrolment Form – Must be fully completed	<input type="checkbox"/>
2.	Student Health Care Summary – Must be fully completed	<input type="checkbox"/>
3.	Birth Certificate - Full Birth Certificate or legal documentation that states names of parents, full name of child and date of birth.	<input type="checkbox"/>
4.	Passport or Citizenship Papers – This is only required, if the student was born overseas.	<input type="checkbox"/>
5.	Visa Grant Notice - For Permanent or Temporary Resident (if applicable).	<input type="checkbox"/>
6.	Immunisation History Statement – Must be provided. To access this, go to https://my.gov.au/LoginServices/main/login?execution=e2s1 then select Medicare > Immunisation History Statement > Select Child > Print. Alternatively, this is available through the Express Plus Medicare Mobile App – https://www.humanservices.gov.au/individuals/services/medicare/express-plus-medicare-mobile-app#a2	<input type="checkbox"/>
7.	Proof of Address - You must include a current copy of one of the following: <ul style="list-style-type: none"> 1. Shire or Water Rates or 2. Lease Agreement (signed) or 3. Electricity or Gas Account. If building; <ul style="list-style-type: none"> 1. A copy of the signed Building Contract with an expected date of completion. Subject to Associate Principal approval. If buying; <ul style="list-style-type: none"> 1. A copy of the signed Offer and Acceptance with an expected settlement date. Subject to Associate Principal approval. 	<input type="checkbox"/>
8.	School Reports / Academic Achievement - Evidence of most recent academic achievement from previous school, i.e. Interim or semester report if enrolling during the year and end of year report if enrolling during Term 1.	<input type="checkbox"/>
9.	Court Orders – Must be current or most recent (if applicable).	<input type="checkbox"/>
10.	Unique Student Identifier (USI) – https://www.usi.gov.au/students/create-your-usi Please provide a print out of confirmation email or email to Byford.SC.Enrolments@education.wa.edu.au	<input type="checkbox"/>

ENROLMENT INTERVIEWS

Enrolment Interviews are required for Years 7 – 12. **Both the parent/carer and student are required to attend this interview.** Year 6 students transitioning to Year 7 **do not** require an Enrolment Interview

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