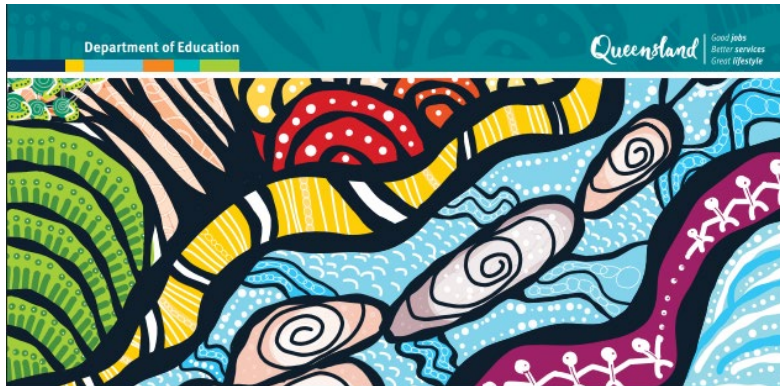


Information Session

2027 enrolments

Acknowledgement of Country

A banner for the Department of Education, Queensland. It features a colorful Aboriginal artwork with swirling patterns in yellow, red, green, and blue. The text "Department of Education" is in the top left, and "Queensland" with the slogan "Good jobs Better services Great lifestyle" is in the top right.

Supporting reconciliation

Acknowledgement of Country

We acknowledge the Traditional Owners of the lands, seas, skies and waterways from across Queensland. We pay our respect to the Elders, past, present and emerging, for they hold the memories, traditions, the culture and hopes of Aboriginal peoples and Torres Strait Islander peoples.

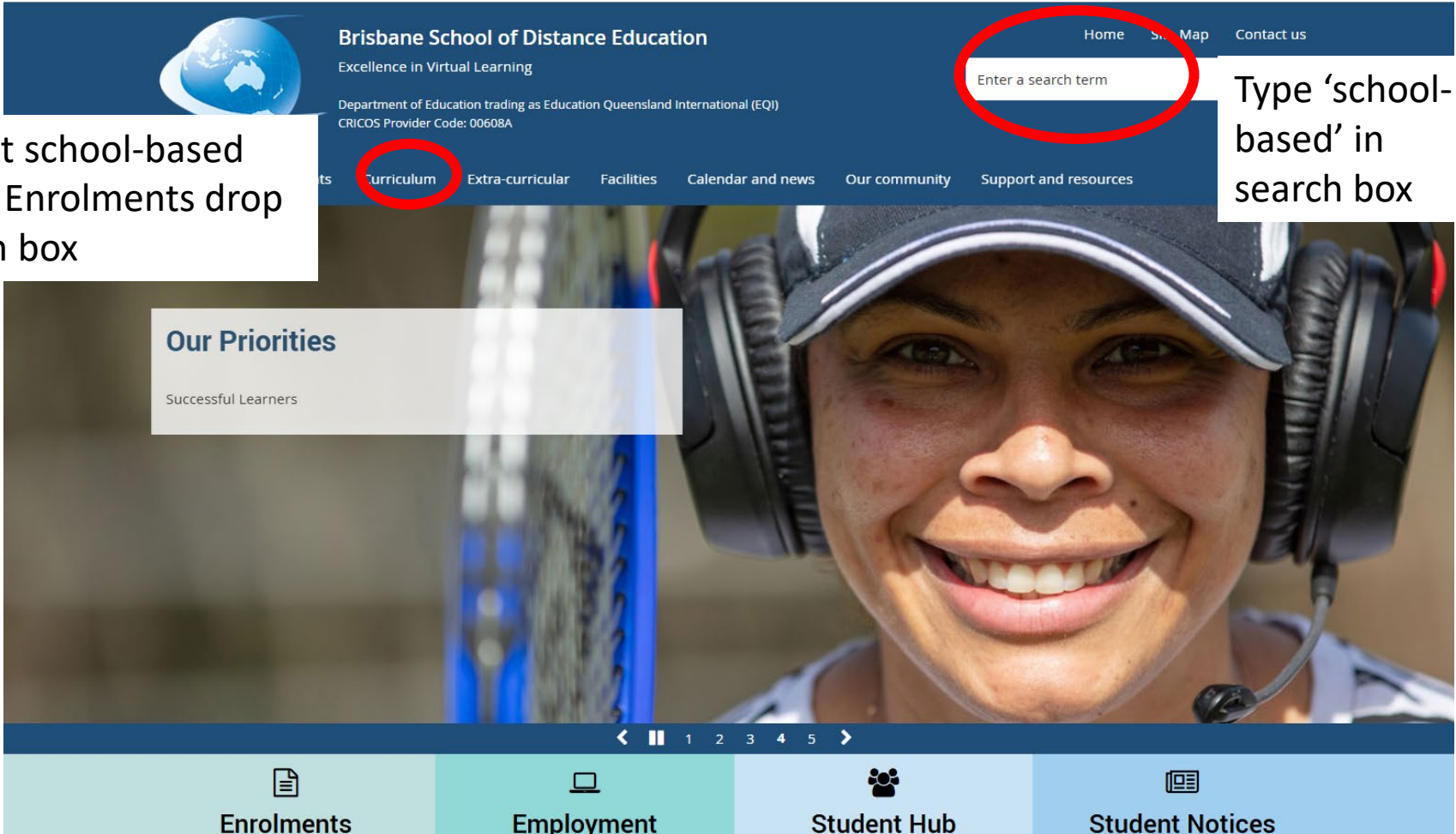
A better understanding and respect for Aboriginal and Torres Strait Islander cultures develops an enriched appreciation of Australia's cultural heritage and can lead to reconciliation. This is essential to the maturity of Australia as a nation and fundamental to the development of an Australian identity.

BrisbaneSDE acknowledges the Traditional Owners of the land where we gather today who were our original educators. We pay respects to Elders past, and present and celebrate our First Nations young people. We look forward to witnessing their growing leadership in the future. We recognise the Traditional Owners connection to Country and their role in maintaining and caring for Country over thousands of years. May their strength and wisdom be with us today.

School-based Team

Role	Name	Contact
Executive Principal	Tracey Hopper	Principal@brisbanesde.eq.edu.au
Head of School	Carolyn Burke	cburk33@eq.edu.au
School-based enrolments	Callum McWaters(TL) Dee Boland Kim Nicholson	School_Based@brisbanesde.eq.edu.au
Absences officer	Geoff Sporne	absences@brisbanesde.eq.edu.au
Information Technology Support	Paul Grice (TL) Andrew Orchard Alec Bosworth Robert Donaldson	student_IT@brisbanesde.eq.edu.au
Community and Engagement	Vicki Carr (TL) Justine Cann	communityengagement@brisbanesde.eq.edu.au https://brisbanesde.eq.edu.au/our-school/contact-us/contact-form

School website



The screenshot shows the website header for the Brisbane School of Distance Education. The header is dark blue with a globe icon on the left. The main navigation bar includes links for Home, Site Map, and Contact us. A search box is highlighted with a red circle, with the text 'Enter a search term' inside. Below the search box, the 'Curriculum' link is also highlighted with a red circle. A text box on the left says 'Select school-based from Enrolments drop down box'. A text box on the right says 'Type 'school-based' in search box'. The main content area features a large image of a smiling woman wearing a headset, with a 'Our Priorities' box overlaid on the left. The footer contains four buttons: Enrolments, Employment, Student Hub, and Student Notices.

Brisbane School of Distance Education
Excellence in Virtual Learning
Department of Education trading as Education Queensland International (EQI)
CRICOS Provider Code: 00608A

Home Site Map Contact us

Enter a search term

Select school-based from Enrolments drop down box

Type 'school-based' in search box

Curriculum Extra-curricular Facilities Calendar and news Our community Support and resources

Our Priorities
Successful Learners

Enrolments Employment Student Hub Student Notices

Or bookmark: <https://brisbanesde.eq.edu.au/enrolments/school-based>

School website



BrisbaneSDE

[Our school](#) [Enrolments](#) [Curriculum](#) [Extra-curricular](#) [Facilities](#) [Calendar and news](#) [Our community](#) [Support and resources](#)

[Home](#) > [Enrolments](#) > [School based](#)

Enrolments

> New enrolments

○ eKindy

▼ School based

- Essential Information including Timetables

School-based

Please note the school is closed for the Spring Vacation period 20/09/2026 – 4/10/2026. A skeleton staff will return from 27/09/26 and enrolment applications will resume processing at a reduced capacity.

Students at Queensland Government or non-government schools may apply to study a subject through BrisbaneSDE provided that the subject is not offered at the base school or due to timetable clashes.

Essential information: Applications **must** be submitted by staff at the student's base school. * Parents/carers, thank you for your interest in BrisbaneSDE please contact your student's base school.

2027 School-based applications will open Monday 14 September.

Select the icon below to commence 2027 application.



[Select this link for timetables and further information.](#)



Print Email

Contact the Team

School-based applications and enquiries

Select this link for all School-based applications enquiries.

Attendance Plans

Year 7 - 10

Please use this form for 2027 applications only. Contact the team (link above) for 2026 attendance plans.

Year 11

Please use this form for 2027 applications only. Contact the team (link above) for 2026 attendance plans.

Year 12

Please use this form for 2027 applications only. Contact the team (link above) for 2026 attendance plans.

Forms and Related Links

Expectations [↗](#)

Video outlining important points to remember when enrolling a 'school based' student

Compass School-based Guide

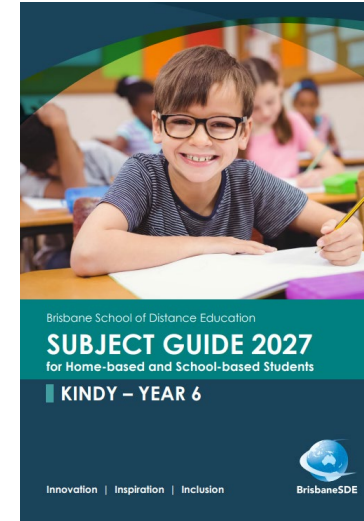
A quick guide to Compass for School-based Supervisors

Waiver application

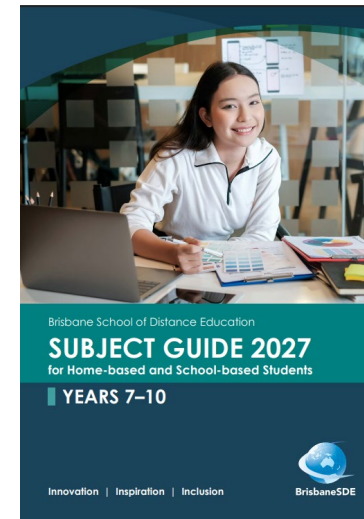
Application for fee waiver for

Our offerings

- Languages – Years 5 and 6
 - Base schools may partner with BrisbaneSDE for classes up to 17 students if approved.
 - Email us with a query
- Languages – Years 7 to 10
 - Base schools may enrol students in Junior Secondary Languages
 - Students must meet recommendations for success, or demonstrate sufficient skill and knowledge through a diagnostic exam
 - Students must be able to attend all three live-online lessons each week

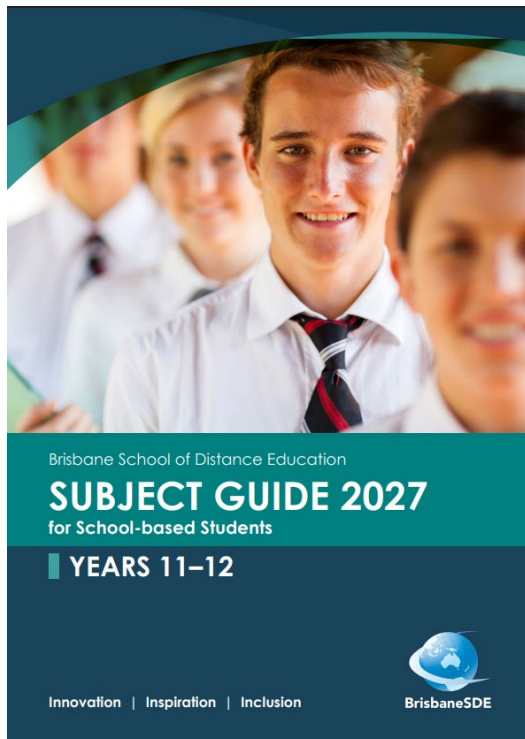


[Subject Guide for K to 6 Homebased and School-based students](#)



[Subject Guide for 7 to 10 Homebased and School-based Students](#)

Our offerings



[Subject Guide for School-based Students](#)

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Essential information

- 2027 SB (JS Languages and Unit 1) enrolments open 14 September and pause 6 November.
 - From 6 November, home-based students are prioritised.
 - Will consider enrolments in first 18 days of 2027 where there is capacity.
 - 2027 SB enrolments close on 17 February 2027 to allow for processing by day 20.
- All enrolments are processed in order of receipt.

Essential information

- 2027 SB (JS Languages and Unit 1) enrolments open 14 September and pause 6 November.
 - From 6 November, home-based students are prioritised.
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 - 2027 SB enrolments close on 17 February 2027 to allow for processing by day 20.
- All enrolments are processed in order of receipt.

Essential information

Assessment

- The base school accepts full responsibility for the administration and supervision of all examinations, including both internal and external examinations, according to the conditions specified by BrisbaneSDE. Internal examinations must be scheduled to meet BrisbaneSDE timelines.
- Access Arrangements and Reasonable Adjustments (AARA), including extensions, are the responsibility of the base school. Details of AARA must be communicated to BrisbaneSDE before the relevant due date.
- The base school accepts full responsibility for the supervision of practical activities (for example, science experiments) in accordance with the safety advice provided by BrisbaneSDE.

Essential information

Equipment/resources

- The base school will ensure that each student has necessary IT equipment and support including:
 - a computer with internet access and headset with microphone for each student
 - IT support if required to enable students to access online lessons and resources, and EQ email accounts.
- The base school will ensure that students have a copy of the relevant textbooks, as well as other subject-specific requirements (for example, calculators, art supplies, scientific equipment) as specified by BrisbaneSDE.

Essential information

Communication

- The base school will establish a generic email address in the format DistanceEd@[school domain] which will be used for all communications between the base school and BrisbaneSDE. Please send enrolment applications from this email address.
- If the base school does not create a DistanceEd email, BrisbaneSDE will send all communication to the school email address
- Each base school must have one person who acts as base school supervisor

Essential information

Communication

- Enrolment at our school is an agreement between BrisbaneSDE and the base school. All communication regarding operational matters e.g. enrolment, timetabling and student attendance and engagement will primarily be directed to the base school.
- Parents have the opportunity to request a parent teacher interview through BrisbaneSDE each semester and will also receive copies of school report cards. Parents are welcome to contact BrisbaneSDE regarding their student's learning.
- School-based supervisors will be able to explain student absences and monitor attendance and task results via COMPASS.
- Please email all general communication to School_Based@brisbanesde.eq.edu.au from your school's DistanceEd@[SchoolDomain] email address.

Teams

- BrisbaneSDE uses **Teams** as its lesson delivery program.
- Instructional documents and videos are available on our website:
<https://brisbanesde.eq.edu.au/support-and-resources/student-resources/microsoft-teams>

Microsoft Teams

- [Introduction to class Teams for students](#)
- [How to download MS Teams and join your online lessons](#)

MS Teams tutorials		
• Audio and Video Settings	Video	PDF
• Text Chat and Polls	Video	PDF
• Raise, React and View	Video	PDF
• Accessing Recordings	Video	PDF
• Breakout Rooms	Video	PDF
• Digital Whiteboards	Video	PDF
• Managing Notifications	Video	PDF
• Managing Screens	Video	PDF

Compass

BrisbaneSDE uses Compass as to mark attendance and record results and send bulk emails.

[Compass webstie instructions for SB supervisors](#)

SB supervisors can check student attendance, results and explain absences in this program.

Enrolments through Enquiry Tracker

Online consent form MUST be completed and uploaded when you complete the enquiry tracker application. This is the base school's responsibility.



Student/s Details

Student First Name *

(As per birth certificate)

Student Last Name *

(As per birth certificate)

Student Preferred Name *

Subject

School Name *

Please select Brisbane School of Distance Education * ▼

Brisbane School of Distance Education

Online Consent Form Signed *

The Base School acknowledges that it is their responsibility to obtain Online Consent prior to submitting an enrolment application.

☐ Yes

Enrolments through Enquiry Tracker



1 Student 2 Parent/Guardian 3 Documents 4 Signature

School-Based Supervisor - Note: Parent/Guardian refers to School-Based Supervisor in this section.

This person will be used as a contact point for the BrisbaneSDE subject teacher.

1st Contact Details

Supervisor Details

Title *	Supervisor Given name/s *	Supervisor Family Name *	Email *
▼	Sample	Sample	
Contact Number *	2nd Phone Contact Number	Position *	
 +61 412 345 678	Work/Home/Mobile	Teacher Aide/Librarian/ Admin Officer/ Teacher etc.	
By providing your email address and/or mobile phone number, you agree to receive messages of both promotional and informational nature. Message frequency varies. Msg & data rates may apply. You can opt out of promotional communications at any time by using the unsubscribe link in our emails and/or by replying STOP to our text messages.			
Please select Supervisor *	Please select Secondary *		
▼	Secondary	▼	
Please select Supervisor	Please select Secondary		

Once enrolment is approved

- School-based Confirmation email
 - Student timetable
 - Helpful links
 - If the student is new and coming from a non-state school, IT department will be sending login information to the nominated supervisor within 24-72 hours
- Compass login
 - Emailed to new schools at time of approval

If enrolment is received during pause period

- SB supervisor will be notified that application is on waiting list
- School given option of remaining on the list or cancelling the application.

If enrolment is not approved

- SB supervisor will be advised of non-approval and reason
 - Subject is at or over capacity
 - Student has not met recommendations for success
 - Student has not completed previous units required
 - Application has been submitted too late for student to complete Unit(s) successfully

For students





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[Home](#) [Site Map](#) [Contact us](#)

[Q](#)

[Our school](#) [Enrolments](#) [Curriculum](#) [Extra-curricular](#) [Facilities](#) [Calendar and news](#) [Our community](#) [Support and resources](#)

Our Priorities

Successful Learners



[Enrolments](#) [Employment](#) [Student Hub](#) [Student Notices](#)

Click for Student Hub

For students

Home > Support and resources > Student resources

Support and resources

> Forms and documents

▼ Student resources

- Microsoft Teams
- Student Orientation
- Text book and resource requirements
- Work rate calendars including VET & ISS

> Parent resources

> Payments

- QParents

> Students with additional needs

- Indigenous students
- Guidance Officer
- Wellbeing
- IT support

Student resources (HUB)

Print Email

Students, whether you are new to BrisbaneSDE or returning, this is the page for you! Links used by students on a regular basis are posted on this page.

Key student links

Communication

Student Email 

Absences

Lesson Login

Getting Started

Student Orientation

Student Notices

Student Contacts

Timetable

Work Rate Calendars

Technology & Support

IT Support

Help Videos 

Artificial Intelligence

Netiquette

Discovery Centre

Learning Tools

MS Teams

QLearn

Turnitin 

ReadCloud 

ClickView 

Textbooks



BrisbaneSDE

