



Application form: Primary students

State school based

2025

Instructions

This form is to be completed by the base school (state schools only) when an application is for a group of students.

Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome as soon as practicable.

Please ensure all sections of the form are fully completed to avoid enrolment delays. Sections of the form not marked (*) are optional. Incomplete forms will be returned to the base school for completion.

Base school details*		BrisbaneSDE will use the school email address for all communication	
School name*			
School postal address	Street number & Street name or Post Office Box		
	City/Town		
	Postcode		
School phone number		School email address	

Course/Subject requested*	
Year level	Course/Subject Name

Cohort information*	
Why are these students enrolling at BrisbaneSDE?	Course/Subject not offered by base school
	Course/Subject offered by base school but student unable to access due to timetable clash or other special circumstances

Base school supervisor contact/s*		BrisbaneSDE will use the school email address for all communication	
Title	Mr Mrs Miss Ms Dr	Position*	
Family name*			Given names*
Phone*			Email address*
QCAA Student Management delegate (if applicable)			Name
			Email address



Principal's Declaration* (to be completed by the principal of the base school)

Note: This is also the flexible arrangement agreement for these students

The details in this form are correct and my school:

- acknowledges that participation in scheduled BrisbaneSDE lessons may be mandatory and will support the students to meet this requirement
- will co-operate fully with the BrisbaneSDE in all matters relating to the assessment/progress of enrolled students
- will provide a suitable learning environment, including appropriate technology
- will co-operate with the BrisbaneSDE in matters regarding the students' educational program
- will provide appropriate support and supervision
- will be liable for any replacement cost for damaged or unreturned learning materials
- is responsible for forwarding applicable fees to the BrisbaneSDE
- agrees to participate in the flexible arrangement for the agreed period of the current school year
- will communicate with parents/carers of students, including informing them about this arrangement for their child's learning.

Principal's name			
Principal's signature		Date	

Submit Application

- Ensure the form is completed, including signatures.
- Go to the BrisbaneSDE website, **Submit application** page: <https://brisbanesde.eq.edu.au/enrolments/school-based/3-submit-application>
- Select the appropriate form category you wish to upload (this will take you to the **Enquiry Tracker** site where the form can be uploaded).
- Follow the steps to upload.

Section 9: BrisbaneSDE Office use only

Date received			
Enrolment decision			
Accept all cohort for enrolment?	Yes	No (applicant advised in writing)	
	If no, see cohort list and indicate reason/s:		
	BrisbaneSDE does not offer year level the prospective student is seeking to be enrolled in		
	The course(s)/subject(s) are not offered by BrisbaneSDE		
	BrisbaneSDE does not have the capacity to deliver the course(s)/subject(s) to the full cohort		
Date enrolment processed	Year level	Roll Class	
Invoice date	Course/Subject		
FTE allocation for BrisbaneSDE (0.2 per subject)	Pick-list	Timetable	



Cohort list					FOR SDE USE ONLY
Student given name	Student family name	EQ ID	Date of birth	Year level	Enrolment accepted? Y/N
1.					
2.					
3.					
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