



Application form: Years 7–10 students

State school based

2025

Instructions

This form is to be completed by the student's base school (state school).

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

Privacy Statement

The Department of Education (DoE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006 (Qld)* (EGPA 2006), and in particular for:

- i. assessing whether the application for enrolment should be approved
- ii. administering and planning for providing appropriate education, training and support services to students
- iii. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- iv. communicating with students and parents.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. The information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school of distance education in the first instance. If you have a concern or complaint about the way personal information has been collected, used, stored or disclosed, please also contact the school of distance education in the first instance.

Section 1: 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

Section 2: School-based 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	

Section 3: Student information (refer to OneSchool information)

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name*			Preferred given names
Residential address*			
Gender*	Male	Female	Date of birth*
EQ ID Number (if available)			Student's school email address

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/distance-education-enrolment-and-fees-procedure> to ensure you have the most current version of this document.

**Section 3: Student information (refer to OneSchool information)**

What is the student's intended start date?		Current year level at base school	
Does the student have any known medical conditions which would impact on their study?	Yes, provide details	No	
	Brief details of medical condition:		
Is the student enrolled at your school as a study abroad student?	Yes	No	
	If yes, provide arrival and departure dates		Arrival
			Departure
	If yes, was the student studying the requested subject in their home country?		Yes No

Section 4: Family details (refer to OneSchool information)

Parents/carers	Parent/carer 1*					Parent/carer 2				
Family name*										
Given names*										
Title	Mr	Mrs	Miss	Ms	Dr	Mr	Mrs	Miss	Ms	Dr
Gender	Male	Female				Male	Female			
Relationship to prospective student*										
Is the parent/carer an emergency contact?*	Yes	No				Yes	No			
1st Phone contact number*	Work	Home	Mobile			Work	Home	Mobile		
2nd Phone contact number*	Work	Home	Mobile			Work	Home	Mobile		
3rd Phone contact number	Work	Home	Mobile			Work	Home	Mobile		
Email address										
Country of birth										
Main language spoken at home										

Section 5: Course/Subject selection*

Course/Subject Name	Year level	Class preference 1 (if applicable)	Class preference 2 (if applicable)	Prerequisite per handbook/subject guide and year completed (if applicable)
Evidence of prerequisite completion attached to application	School report		Foreign Language diagnostic task	
	Other, Please specify			

Section 6: Cohort information

Why is the student 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

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/distance-education-enrolment-and-fees-procedure> to ensure you have the most current version of this document.



Section 7: Principal's Declaration* (to be completed by the principal of the base school)

Note: For state schools this is also the flexible arrangement agreement.

The details in this form are correct.

All supporting documentation (i.e. evidence of completion of prerequisite courses/subjects and school reports) is included in this application.
My school:

- acknowledges that participation in scheduled BrisbaneSDE lessons may be mandatory and will support the student 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 student's 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

Section 8: 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

Enrolment decision

Has the prospective student been accepted for enrolment?

Yes No (applicant advised in writing)

If no, indicate reason:

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

Date enrolment processed

Year level

Roll Class

Invoice date

Course/Subject Class(es)

FTE allocation for BrisbaneSDE (0.2 per subject)

Pick-list

Timetable