

**PRE-ENROLMENT CHECKLIST**

Dear Parent / Carers

You will need to provide the following documentation before your son/daughter's enrolment can be finalised. Copies can be made at the school if you do not have access to a copier.

Student Name: \_\_\_\_\_ Year: \_\_\_\_\_

1. **Completed Apply to Enrol Form**, with all details filled in. Especially medical/health details and parent/carers occupation group.

2. **Proof of identity** - *ONLY ONE* of the following:

Birth Certificate ☐

Passport ☐

Citizenship Certificate ☐

3. **Immunisation History Statement.** Parents can request a copy of the History Statement by calling the ACIR on 1800 653 809 or requesting a statement by emailing [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au) or visiting Medicare Online Service at [www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online) or a local Medicare office. ☐

4. **Proof of address** - *ONLY ONE* of the following:

Electricity or Telephone Accounts ☐

Rate Notice ☐

Property Lease Agreement ☐

5. **Any family law or AVO's** or other relevant court orders (if applicable) ☐

6. **School Bus Passes** - Application for free school travel need to be completed online at: [transportnsw.info/school-students](http://transportnsw.info/school-students) ☐

Carla McInnes  
School Administrative Manager