

# Enrolment Documentation Guide for Schools





Schools must collect information about students and their family as part of the enrolment process, including the student's name, date of birth, address, residency status, care arrangements and medical or health-related needs. Schools request supporting documents to verify this information.

This guidance specifies what supporting documents must be **sighted**, whether it needs to be **recorded** in CASES21, and how long records must be **retained**. By following this guidance, schools will comply with recordkeeping requirements and create a safe learning environment tailored to student needs.

Schools can still make enrolment offers if documents are missing or if information is incomplete. If parents/carers cannot provide all required documents, the principal may defer the student's start date for up to 5 days. Following this period, eligible students should start at the school. For further guidance, refer to the department's [Enrolment Policy](#).

Schools with approved special entry criteria, such as specialist schools for students with disability, may require more supporting documents when enrolling students.

## Tips for collecting enrolment documentation

Support for parents and carers 	Collection stages 	Handling emailed documents 	Retention and disposal rules 
<p>The Enrolment Documentation Checklist is available for parents and carers. Schools can find this checklist in the department's <a href="#">Enrolment Policy</a>.</p> <p>This checklist explains what documents parents and carers need to provide when enrolling their child in a Victorian government school.</p> <p>Schools can make this checklist available on their school website and provide it to parents/carers along with the enrolment form, to ensure families know what documents they need to provide when enrolling a new student.</p>	<p>Schools may request documents for the following purposes <b>before</b> an enrolment offer is made:</p> <ul style="list-style-type: none"> <li>To verify a student's permanent residential address</li> <li>To verify a student's Australian residency status.</li> </ul> <p>Schools should request <b>all other</b> documents <b>after</b> an enrolment offer is made and accepted.</p> <p>For Year 7 placement, secondary schools may only request proof of address directly from parents/carers after an offer is made.</p>	<p>Schools may collect copies of supporting documents from parents/carers either in-person or digitally.</p> <p>Original documents are <b>not</b> required.</p> <p>Emailed documents that only need to be 'Sighted' must be deleted immediately after the enrolment offer is made.</p>	<p>Most documents collected during enrolment do <b>not</b> need to be retained.</p> <p>Schools must securely dispose of all copies of documents after making an enrolment offer and/or recording information in CASES21.</p> <p>The only exceptions are documents with specific retention periods, as set out in the <a href="#">Records Management Policy</a>. These documents are shown as 'Retain' in the guidance table (see below).</p>




## Contents links





Explore the quick links below to see what documents are required for enrolment:

- [Permanent residential address](#)
- [Name and date of birth](#)
- [Australian citizenship or residency status](#)
- [Living or care arrangements](#)
- [Health and medical needs](#)
- [Other student support](#)











## Enrolment documentation table
















Schools can refer to the enrolment guidance table as required. Please refer to page 8 which provides further detail on the key terms within the guidance table.

Document purpose	Document	Document requirement	When the document is required	Enrolment type	School action			Document disposal
					Sight*	Record	Retain	
<b>1. To verify a student's address</b> <u>Please note:</u> <ul style="list-style-type: none"> <li>Requesting proof of address is optional.</li> <li>Schools can use the <a href="#">100 point checklist</a> to request proof of address. This checklist is a guide and is not mandatory for schools to use.</li> <li>Schools must not unfairly disadvantage families who are unable to provide proof of address because of their circumstances (e.g. children experiencing homelessness, family violence or recently arrived immigrants).</li> </ul> <p>For <b>Year 7 placement</b>, proof of address may only be requested directly from parents/carers <b>AFTER</b> an offer is made.</p>	Any of the following documents is 40 points: <ul style="list-style-type: none"> <li>Council rates notice <b>OR</b></li> <li>Lease agreement through a registered real estate agent or rental board bond receipt <b>OR</b></li> <li>Exchanged contract of sale</li> </ul>	Optional document at the school's discretion	BEFORE an offer is made	May request for <u>all</u> enrolments				Once an enrolment offer has been made
	Any of the following documents is 20 points: <ul style="list-style-type: none"> <li>Centrelink payment statement showing home address</li> <li>Electoral roll statement</li> </ul>	Optional document at the school's discretion	BEFORE an offer is made	May request for <u>all</u> enrolments				Once an enrolment offer has been made
	Any of the following documents (up to 3 months old) is 15 points: <ul style="list-style-type: none"> <li>Electricity or gas bill</li> <li>Water bill</li> <li>Telephone or internet bill</li> <li>Driver's licence or government issued ID</li> <li>Home building or home contents insurance</li> <li>Motor vehicle registration or compulsory third-party insurance policy</li> </ul>	Optional document at the school's discretion	BEFORE an offer is made	May request for <u>all</u> enrolments				Once an enrolment offer has been made
















Document purpose	Document	Document requirement	When the document is required	Enrolment type	School action			Document disposal
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<b>2. To verify a student's name and date of birth</b> Only <b>one</b> of the listed documents is required. Birth certificate is <b>preferred</b> , where available.	Australian or International Birth Certificate	Must be provided	AFTER an offer is made to finalise a student's enrolment	Only request for first time enrolments (i.e. Foundation enrolments)				Once enrolment offer has been accepted and information recorded in CASES21
	Australian or International Passport							
	Australian Citizenship certificate							
	Australian Visa documents							
	Immicard							
	Doctor's advice attesting to the child's date of birth and a Medicare card with the child's name							
<b>3a. To verify a student's Australian citizenship if born overseas</b> Only <b>one</b> of the listed documents are required. Please note: Schools do <b>not</b> need to verify a student's citizenship if born in Australia.	Student's Australian citizenship certificate	Must be provided if the student was born overseas and is an Australian citizen	AFTER an offer is made to finalise a student's enrolment	Only request for first time enrolments (i.e. Foundation enrolments)				Once enrolment offer has been accepted and information recorded in CASES21
	Student's Australian passport							

\*Documents may be sighted in-person or digitally; this includes being emailed or uploaded online by parents/carers.










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<b>3b. To verify a student's Australian <u>residency</u> status if a permanent resident, temporary resident or holds a refugee status</b>  Only <u>one</u> of the listed combinations are required.	Student's New Zealand passport, <b>or</b> Student's New Zealand citizenship certificate	Must be provided if the student is not an Australian citizen	AFTER an offer is made to finalise a student's enrolment	<u>Only</u> request for first time enrolments (i.e. Foundation enrolments)				Once enrolment offer has been accepted and information recorded in CASES21
	Student's birth certificate, <b>and</b> <ul style="list-style-type: none"> <li>One parent's New Zealand birth certificate (prior to 2006), <b>or</b></li> <li>One parent's New Zealand passport, <b>or</b></li> <li>One parent's Cook Island, Tokelau and Niue birth certificate</li> </ul>	Must be provided if the student is not an Australian citizen	AFTER an offer is made to finalise a student's enrolment	<u>Only</u> request for first time enrolments (i.e. Foundation enrolments)				Once enrolment offer has been accepted and information recorded in CASES21
	Student's permanent residency visa, <b>and</b> Student's passport	Must be provided if the student is not an Australian citizen	AFTER an offer is made to finalise a student's enrolment	Request for <u>all</u> enrolments				Once enrolment offer has been accepted and information recorded in CASES21
	Student's temporary residency visa, <b>and</b> Student's passport	Must be provided if the student is not an Australian citizen	BEFORE an offer is made					Once enrolment offer has been accepted and information recorded in CASES21
	A formal letter administered by Department of Home Affairs (DHA) or Adult Multicultural Education Services (AMES) verifying the student's refugee status	Must be provided if the student is not an Australian citizen	AFTER an offer is made to finalise a student's enrolment	Request for <u>all</u> enrolments				Once enrolment offer has been accepted and information recorded in CASES21

Document purpose	Document	Document requirement	When the document is required	Enrolment type	School action			Document disposal
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4. To verify a student's living or care arrangements	Court orders or care arrangement documents	Must be provided if there is an intervention order, parenting order or any other court order impacting the child, parent or carer	AFTER an offer is made to finalise a student's enrolment	Request for <u>all</u> enrolments				75 years after action completed
	Informal carer statutory declaration	Must be provided if the child is living with a carer in an informal care arrangement	AFTER an offer is made to finalise a student's enrolment	Request for <u>all</u> enrolments				75 years after action completed
5. To verify a student's health and medical needs	Immunisation history statement	Must be provided if the child is enrolling in primary school	AFTER an offer is made to finalise a student's enrolment	<u>Only</u> request if the student is enrolling in primary school				7 years after action completed
	Medication authority form, available at: <a href="http://www2.education.vic.gov.au/pal/medication/resources">www2.education.vic.gov.au/pal/medication/resources</a>	Must be provided if the child requires medication to be administered at school	AFTER an offer is made to finalise a student's enrolment	Request for <u>all</u> enrolments				5 years after action completed
	Medical advice form, available at: <a href="http://www2.education.vic.gov.au/pal/health-care-needs/resources">www2.education.vic.gov.au/pal/health-care-needs/resources</a>	Must be provided if the child requires medication to be administered at school	AFTER an offer is made to finalise a student's enrolment	Request for <u>all</u> enrolments				5 years after action completed

\*Documents may be sighted in-person or digitally; this includes being emailed or uploaded online by parents/carers.

Document purpose	Document	Document requirement	When the document is required	Enrolment type	School action			Document disposal
					Sight*	Record	Retain	
<b>5. To verify a student's health and medical needs</b> (continued)	Student health support plan, available at: <a href="http://www2.education.vic.gov.au/pal/heath-care-needs/resources">www2.education.vic.gov.au/pal/heath-care-needs/resources</a>	Must be provided if the student has an identified health care need	AFTER an offer is made to finalise a student's enrolment	Request for <u>all</u> enrolments				5 years after action completed
	Asthma Action Plan, available at: <a href="http://asthma.org.au/treatment-diagnosis/asthma-action-plan/">asthma.org.au/treatment-diagnosis/asthma-action-plan/</a>	Must be provided if the student has asthma	AFTER an offer is made to finalise a student's enrolment	Request for <u>all</u> enrolments				5 years after action completed
	ASCIA Action Plan for Allergies, available at: <a href="http://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-allergic-reactions">www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-allergic-reactions</a>	Must be provided if the student has allergies requiring a green plan	AFTER an offer is made to finalise a student's enrolment	Request for <u>all</u> enrolments				5 years after action completed
	ASCIA Action Plan for Anaphylaxis, available at: <a href="http://allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis">allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis</a>	Must be provided if the student has anaphylaxis	AFTER an offer is made to finalise a student's enrolment	Request for <u>all</u> enrolments				5 years after action completed
	Diabetes Action and Management Plan, available at: <a href="http://www.diabetesvic.org.au/support-services/diabetes-in-youth/diabetes-action-and-management-plans/">www.diabetesvic.org.au/support-services/diabetes-in-youth/diabetes-action-and-management-plans/</a>	Must be provided if the student has diabetes	AFTER an offer is made to finalise a student's enrolment	Request for <u>all</u> enrolments				5 years after action completed
	Epilepsy management plan, available at: <a href="http://epilepsyfoundation.org.au/understanding-epilepsy/epilepsy-and-seizure-management-tools/epilepsy-plans/">epilepsyfoundation.org.au/understanding-epilepsy/epilepsy-and-seizure-management-tools/epilepsy-plans/</a>	Must be provided if the student has epilepsy	AFTER an offer is made to finalise a student's enrolment	Request for <u>all</u> enrolments				5 years after action completed




\*Documents may be sighted in-person or digitally; this includes being emailed or uploaded online by parents/carers.

Document purpose	Document	Document requirement	When the document is required	Enrolment type	School action			Document disposal
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<b>5. To verify a student's health and medical needs</b> (continued)	Emergency Medication Management Plan for Epilepsy, available at: <a href="https://epilepsyfoundation.org.au/understanding-epilepsy/epilepsy-and-seizure-management-tools/epilepsy-plans/">epilepsyfoundation.org.au/understanding-epilepsy/epilepsy-and-seizure-management-tools/epilepsy-plans/</a>	Must be provided if the student has epilepsy	AFTER an offer is made to finalise a student's enrolment	Request for <u>all</u> enrolments				5 years after action completed
	Head-lice consent form template, available at: <a href="https://www2.education.vic.gov.au/pal/head-lice/resources">www2.education.vic.gov.au/pal/head-lice/resources</a>	Optional document at the parent or carer's discretion	AFTER an offer is made to finalise a student's enrolment	<u>Only</u> request if the student is enrolling in primary school				5 years after action completed
<b>6. To better understand the support needed when a student starts school</b>	Template annual consent form – Photographing, Filming and Recording Students, available at: <a href="https://www2.education.vic.gov.au/pal/photographing-students/resources">www2.education.vic.gov.au/pal/photographing-students/resources</a>	Optional document at the parent or carer's discretion	AFTER an offer is made to finalise a student's enrolment	Request for <u>all</u> enrolments				7 years after action completed

**Note:** If a student has a disability or additional learning needs, schools may ask parents/carers to share information that has been provided by the student's medical and/or allied health practitioners.

## Key terms

Schools can refer to the key terms outlined below when using the guidance table. The key terms and legend provide context for each column in the table.

Key terms	Explanation		
<b>Document purpose</b>	The purpose of the document to support the student's enrolment (e.g., to verify their name and date of birth or to verify their immunisation status).		
<b>Document</b>	The type of document provided by the parent/carer (e.g., Birth certificate, Passport, Immunisation History Statement).		
<b>Document requirement</b>	The requirement of the parent or carer to provide a specific document (see legend below).		
	<b>Must be provided</b> (e.g., a parent/carer must provide proof of the student's name and DOB. This is a mandatory requirement when enrolling a student in a Victorian government school for the first time).		
	<b>Must be provided if a condition is met</b> (e.g., a parent/carer must provide an immunisation statement if the student is enrolling in primary school).		
	<b>Optional document – school discretion</b> (e.g., a school can decide if evidence is required to verify a student's permanent residence. This is typically requested by schools under enrolment pressure).		
	<b>Optional document – parent/carer discretion</b> (e.g., a parent or carer can decide if they wish to provide their child's transition learning and development statement to the school as they move from kindergarten to foundation).		
<b>When the document is required</b>	The enrolment stage when the parent/carer should provide the document (e.g., either to offer the student a place at the school, or to finalise the student's enrolment).		
<b>Enrolment type</b>	The type of enrolment the parent/carer is seeking for the student (e.g., Foundation student enrolling in a Victorian government school for the first time, Year 7 placement).		
<b>School action</b>	 <b>Sight*</b> the document to verify information (e.g. sight a parent's drivers' licence to verify they live at a specific residential address).	 <b>Record</b> details in CASES21 (e.g. record the students date of birth in CASES21).	 <b>Retain</b> a copy of the document on the students file for a defined period (e.g. retain a court order on file for 75 years to comply with record keeping requirements).
<b>Document disposal</b>	The time when schools may securely dispose of the document (e.g. after the administrative use at enrolment has finished or following a defined retention period). Schools should refer to the <a href="#">records management policy</a> for guidance on securely disposing of documents.		

\*Documents may be sighted in-person or digitally; this includes being emailed or uploaded online by parents/carers.