



Parent/Carer Enrolment Checklist

The checklist below allows for a smooth enrolment application process.

Please ✓ to ensure you have completed and included the following documents with your Application for Enrolment into Collingwood Park State School.

Please ensure you bring originals of ALL documents required and a photocopy of each.

Please ensure all appropriate forms are FULLY COMPLETED before returning them to school for enrolment processing.

Parent/Carer Enrolment Checklist	PARENT CHECKLIST Please ✓	OFFICE USE ONLY
Student Enrolment Application Part 1		
Student Enrolment Application Part 2		
Prep Screening Permission Forms (Prep only) - optional		
Birth Certificate – please provide a copy, not the original (original to be sighted)		
If Born Overseas – copy of Passport and Visa documentation		
Completed and signed Student Resource Scheme Application		
Additional Information Details (including learning support or special needs)		
Relevant Legal Guardianship Documentation – E.g.: custody – only copies of court orders are acceptable.		
Confirm who will be paying student fees – E.g.: Which parent/Carer will receive Invoices Mother/Father/Other: _____ Please circle		
Acceptable Proof of Residency		
Home owner: <ul style="list-style-type: none"> • Signed, unconditional sale agreement or • Current Council Rates notice; and • Current account for supply of domestic electricity (showing usage). 		
Lease holder: <ul style="list-style-type: none"> • Current Rental Agreement stamped and signed by real estate agency (lease must extend past child’s expected start date); and • Authority (RTA) for lodgement of the rental bond; and • Current account for supply of domestic electricity (showing usage). 		
Students living with a relative or other person within catchment: In addition to the documents listed above, students living with a relative/other person within catchment must provide the following: <ul style="list-style-type: none"> • Properly sworn Statutory Declaration from the student’s parent/legal guardian; and • Properly sworn Statutory Declaration from the person/s the student will be residing with in-catchment. • Statutory Declaration form provided upon request. 		