



Department of
Education

REQUEST FOR APPROVAL FOR ENROLMENT IN AN EDUCATION SUPPORT FACILITY

Where a student demonstrates an exceptionally high educational need, placement in an education support setting may be permitted if it is agreed by the parent, education support facility principal and School Psychology Service.

The principal is responsible for facilitating enrolment reviews in collaboration with the parent and senior school psychologist or lead school psychologist.

In the case of enrolment through local placement, endorsement by the Regional Executive Director is required. Should a local placement be made, this does not guarantee additional resourcing. Resourcing is equitable to what would be provided in a local school.

Student Details	
Student's Name:	Date of request:
Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Student's Residential Address:	
Parent Details	
Name(s):	Relationship to student:
Title and name of person(s) mail is to be addressed to:	
Postal Address (if different to student's residential address):	
Phone (Wk):	Phone (Hm):
Phone (Mob):	
Current School Details	
Current School:	Current Year Level:
School Address:	Phone:
Principal:	Teacher:
Key person who collaborated with the parent on this request (name and role):	
Enrolment Request Details	
Date enrolment requested from:	
Enrolment review date :	
Enrolment request location:	

PARENT TO COMPLETE			
Have the following options and resources been discussed with you?	Have you:		
<input type="checkbox"/> Local school enrolment	<input type="checkbox"/> Been informed of the process for applying for enrolment?		
<input type="checkbox"/> Education support centre	<input type="checkbox"/> Visited the school/centre you would like your child to enrol at?		
<input type="checkbox"/> Education support school	<input type="checkbox"/> Understood that education support enrolments are subject to review?		
<input type="checkbox"/> Transport	<input type="checkbox"/> Understood that if transport is offered it will be according to the Public Transport Authority?		
<input type="checkbox"/> Individual disability allocation	<input type="checkbox"/> Understood that Local Placement does not guarantee additional resourcing? Resourcing is equivalent to what would be provided in a mainstream school.		
<input type="checkbox"/> Statewide Specialist Services	<input type="checkbox"/> Been happy with the quality of information provided to you?		
I am requesting approval for my child to enrol at an Education Support Facility because			

I would like to make an application for enrolment at _____.			
I understand that this application for enrolment does not guarantee placement in my preferred facility or supplementary resourcing.			
<input type="checkbox"/> I understand that this is a standard enrolment and will be reviewed _____(DATE)			
OR			
<input type="checkbox"/> I understand that this is a local area placement and will be reviewed in 12 months			
Parent Name and Signature: _____ Date: __/__/__			
Principal's Name and Signature: _____ Date: __/__/__			
Attached: <input type="checkbox"/> Detailed School Psychologist Report			
<input type="checkbox"/> Details of the local placement program			
<input type="checkbox"/> Other			
Office use only			
Endorsement by Lead School Psychologist	_____	_____	____/____/____
	Name	Signature	Date
Endorsement by Regional Executive Director (Local Area Placement only)	_____	_____	____/____/____
	Name	Signature	Date