

Expression of Interest School Based Enrolment

Please ensure ALL sections of the form are fully completed to avoid enrolment delays. Forms with information missing will be returned to the base school for completion. For the purposes of this enrolment Capricornia SDE is the 'host' school and the 'base' school is the school that is applying to enrol a student at Capricornia SDE.

Base School Details				
School Name				School Code
Contact Person			Position	
Phone		School Email Address		
School Postal Address				
Expression of Interest for Subjects delivered by CSDE				
Year Level	Subject	Approximate Number of Enrolments	Preferred lesson time/day	Current length of lessons at base school
Supervising teacher/study coach/ school contact				
Please note: This person will be used as a contact point for the Capricornia SDE subject teacher				
Title:	Mr Mrs Miss Ms Dr			
Last name		First name		
Position			Email	
Phone			Fax	
QCAA Data Capture contact (Secondary only)			Email	
Principal's Declaration				
<ul style="list-style-type: none"> I certify that the details in this Application for Enrolment are correct and reflect details in our school records. Our school agrees to co-operate fully with Capricornia School of Distance Education staff in all matters relating to the assessment/progress of enrolled students. Loss of learning materials or materials returned in an unacceptable state will incur a replacement cost. The base school agrees to accept full responsibility for the payment of any replacement costs. Capricornia SDE Semester Reports will be received and distributed to students. <p>All school based students will have access to:</p> <ul style="list-style-type: none"> computer access at school (PC or Mac) internet access at school individual student headset with microphone for VOIP and/or access to a telephone 				
Principal name				
Principal signature			Date	

Address and Forward to:

Attention: School Based Enrolments
Capricornia School of Distance
Education 241-259 Farm Street
Kawana QLD 4701
Email: school_based@capricorniasde.eq.edu.au

Privacy Statement

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

1. assessing whether your application for enrolment should be approved
2. meeting reporting obligations required by law or under Commonwealth – State funding arrangements
3. administering and planning for providing appropriate education, training and support services to students
4. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
5. communicating with students and parents

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Studies Authority when opening student accounts, in compliance with Part 2A of the Education (Queensland Studies Authority) Act 2002 (Qld). Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the Social Security (Administration) Act 1999 (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, sex and Indigenous status, is supplied to the Commonwealth Department of Education, Employment and Workplace Relations in compliance with Commonwealth – State funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your 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 your child's school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school in the first instance.