



# Tallygaroopna Primary School Enrolment Checklist

Student Name	Please sign when completed (where applicable)
<b>Enrolment Form</b> <ul style="list-style-type: none"><li>▪ Record all contact details, including email addresses, mobile numbers and work details (pages 6 &amp; 7)</li><li>▪ Ensure at least two Emergency Contacts other than parents are listed. Please note, parents are always called first. The persons listed on the Emergency Contacts list will only be called in an emergency if the parents can't be contacted (page 8)</li><li>▪ Record the Occupation Group at the bottom of page 6 &amp; 7 for both enrolling adults (further information is listed at page 15)</li><li>▪ Sign the Declaration on page 14</li></ul>	
<b>Documentation (please provide copies)</b> <ul style="list-style-type: none"><li>▪ Birth Certificate</li><li>▪ Immunisation History Statement (available from the Australian Immunisation Register)</li><li>▪ Visa information (if applicable)</li></ul>	
<b>Student Engagement Policy</b> <ul style="list-style-type: none"><li>▪ Please read the Student Engagement Policy provided</li></ul>	
<b>GradeXpert, EduPass/Office 365 Consents</b> <p>Please read and sign consent items on page 13 of the Enrolment form. Please see the office if you have any queries.</p>	
<b>Medical Condition</b> <p>Please provide an Action Plan (signed by your doctor) for Asthma, Anaphylaxis, Diabetes, Severe Allergy, etc (if applicable)</p>	
<b>Medication Request Form</b> <p>(See Administration of Medication Policy provided if applicable)</p>	

<b>Volunteering</b> <ul style="list-style-type: none"> <li>▪ Provide copy of Working With Children's Check (if applicable)</li> </ul>	
<b>Separated Families</b> Separated families will require the following additional information: <ul style="list-style-type: none"> <li>▪ If applicable – copy of Parenting Plan/Family Law Order/Court Order/Restraining Order</li> </ul>	
<b>IT Acceptable Use Agreement</b> <ul style="list-style-type: none"> <li>▪ Please read the Tallygaroopna Primary School ESmart Policy</li> <li>▪ Complete, sign and return page 3</li> </ul>	
<b>Head Lice</b> <ul style="list-style-type: none"> <li>▪ Please read the Tallygaroopna Primary School Headlice Policy</li> <li>▪ Complete, sign and return the consent form on page 2</li> </ul>	
<b>Policies</b> All Tallygaroopna Primary School policies can be found on the school website at these links: <a href="https://www.tally-ps-3067.vic.edu.au/page/168/Policies">https://www.tally-ps-3067.vic.edu.au/page/168/Policies</a>  <a href="https://www.tally-ps-3067.vic.edu.au/page/217/Child-Safe-Standards">https://www.tally-ps-3067.vic.edu.au/page/217/Child-Safe-Standards</a>	