Dear Parent/Caregiver,

Welcome to Trinity Beach State School! The following documentation will be required before an enrolment interview date and time can be confirmed. Enrolments can only be processed once all documentation is received.

### Enrolment Check List

- [ ] Enrolment Form/s:
  - Permission forms attached:
    - User Agreement: Computer Network
    - User Agreement: Internet Access
    - Media Permission form
    - Enrolment Agreement
- [ ] Birth Certificate
- [ ] Report cards and/or records of previous schooling
- [ ] Special needs or medical information where applicable
- [ ] If child/ren are coming from an Interstate School, please complete the Interstate Transfer Note. *(available from school office)*
- [ ] New residents (parents and children) to Australia must also provide passports and their visas.

The School is Enrolment Managed. You are required to supply the following documents:

- [ ] Proof of Address - One primary source – a current lease agreement, or rates notice, or unconditional sale agreement, **and**
- [ ] One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent’s/legal guardian’s name

If you are unable to provide the above documentation and/or you have alternative living arrangements you are to provide a statutory declaration stating your current position.