



Student Surname: _____

Student First Name: _____

Current Academic Year: 6 7 8 9 10 11 12

Enrolment Application for Year: 7 8 9 10 11 12

APPLICATION FOR ENROLMENT

(For enrolment in a Western Australian Public School)

Booklet 1 of 2

1

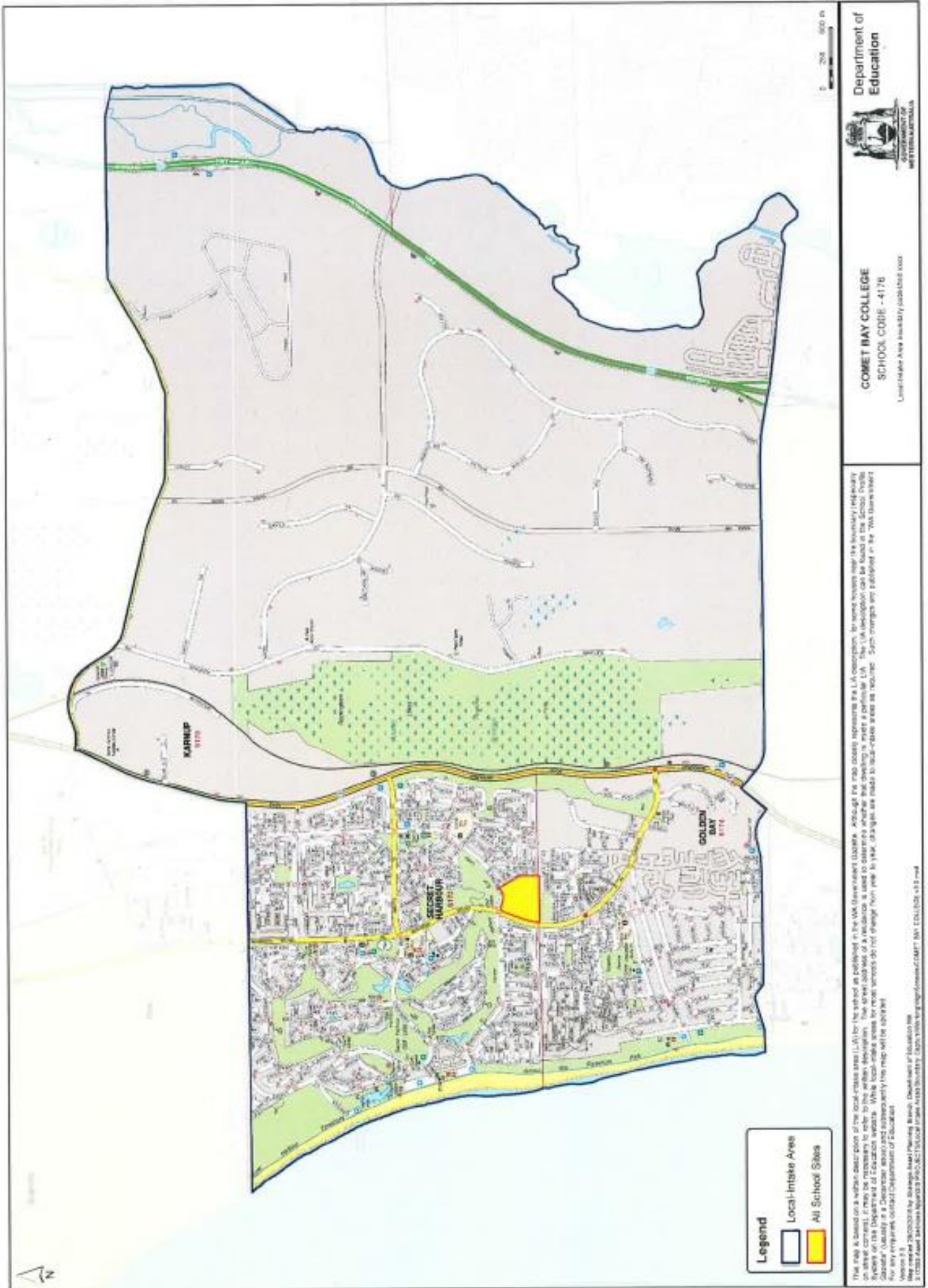
Enrolment Booklet 1 includes the following information for your reference and completion:

1. College Intake Area Map
2. Student Enrolment Information
3. Enrolment Form

*Please complete all pages within **Booklets 1 & 2** and return the entire package (BOOKLET 1 AND 2) along with all other supporting documents (refer checklist in Booklet 1) to Administration at your earliest convenience.*

[040718]

COMET BAY COLLEGE LOCAL INTAKE AREA



Parent information about applying to enrol in a Western Australian public school

Thank you for your interest in applying to enrol your child in a Western Australian public school.

Enrolment in a public school is a two-step process.

Step 1: Enrolment Booklet 1 – Enrolment

(includes parent information about enrolment in a Western Australian public school and the Enrolment Form)

Step 2: Enrolment Booklet 2 – Permissions and Agreements

The school will notify you of the results of your application as soon as possible. The information you have provided will be used by the school once eligibility is confirmed.

Documentary evidence, including court orders relating to your child, may be required to support information supplied. Principals may consult with the Education Regional Office where sufficient evidence has not been supplied. All official records must be in the child's **legal** name. The use of a preferred name may be possible for informal communications.

It is highly recommended not to purchase items such as uniforms until you receive confirmation of enrolment.

The Department's *Enrolment Policy* can be found at <http://www.det.wa.edu.au/policies>.

Who can enrol a child?

Enrolment applications can be lodged by:

1. Parents, defined in the *School Education Act 1999* as persons who at law have responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child;
2. Independent minors; and
3. Persons aged 18 years or older who may apply on their own behalf.

The school may require documentary evidence in support of the application. A person with proper authority to make the application must provide the required information. The school is not required to determine whether another parent or person with authority concurs with the lodging of the application or the information included in it.

If there is a dispute between parents or authorised persons about the enrolment or one party requests or has enrolled the child at a different school, then the schools involved should endeavour to maintain the original enrolment and continuity of the child's schooling unless it is clearly not in the child's educational interests to do so, is not possible, or has been determined otherwise by a court. For further information see Frequently Asked Questions (FAQs) in the Enrolment Policy, under Related Information).

Who can be enrolled?

Permanent Australian residents and those children holding an approved visa subclass are entitled to be enrolled, although not necessarily at a particular school unless the school has a 'local-intake area' (refer section **Applications to local-intake schools (compulsory years of schooling)** below). Those overseas students who do not have an entitlement to enrol in a public school may be enrolled on a full fee paying basis under conditions which the school will outline.

In establishing a usual place of residence, the *Residential Parks (Long-stay Tenants) Act 2006* recognises any agreement conferring the right to occupy premises for a fixed term of three months or longer. Short term residential arrangements can be accepted in cases such as recent arrival in the State, residence in boarding houses and caravan parks, or homelessness.

Schools may not enrol children who are:

1. receiving home education; or
2. applying to enrol at another school; or
3. enrolled at another Kindergarten (public or private), unless transferring.

The principal may consider whether a child may attend for a short period (s 75(2) *School Education Act 1999*) and may consult with the school in which the student is already enrolled before a decision about attending is made. Attendance for more than four weeks requires that the student relinquish enrolment at the school in which the student is already enrolled.

Where can students be enrolled?

The enrolment requirements differ from school to school. Local-intake schools have a designated geographical area from which enrolments are taken. Local-intake schools must accept all applicants from within their defined area, subject to residential qualifications. Non local-intake schools may receive applications but not necessarily enrol all applicants (see below for further advice on applications to non-local intake schools).

If you are unsure whether the school you applied for has local-intake status, you may check the *Declaration of Local-Intake Areas for Schools* on the Department's policies website at <http://www.det.wa.edu.au/policies>. (Browse via A-Z document list). Further information is available from the **Enrolment policy/Enrolment Procedures/Local-intake area schools**, or contact either the principal of the school or the Coordinator Regional Operations at the local Education Regional Office.

Applications to local-intake schools (compulsory years of schooling)

Where the school has a local-intake area, an eligible child whose place of residence is within that area is guaranteed enrolment in the compulsory years of schooling (Pre-primary to Year 12).

Children whose usual place of residence is not in the local-intake area are accommodated where possible. If the school has further capacity to accommodate children from outside the local-intake area, after making provision for local-intake area needs, the following selection criteria are to be applied in considering applications for enrolment:

First Priority	Second Priority	Third Priority
Child qualifying for an approved specialist program for that year.	Child who has a sibling also enrolled at the school in the current year , (other than siblings enrolled in specialist programs), and who lives nearest the school.	Child who does not have a sibling enrolled at the school in the current year, or who has a sibling enrolled in a specialist program, and who lives nearest the school.

Applications to local-intake schools (pre-compulsory years of schooling)

Students in the pre-compulsory year of schooling (Kindergarten) are guaranteed a place in a public school. Where possible this will be their local school. The following selection criteria are to be applied in considering applications for enrolment:

First Priority	Second Priority	Third Priority	Fourth Priority
Child residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.	Child in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.	Child not residing in the local-intake area who has a sibling also enrolled at the school in the current year, and who lives nearest the school.	Child not residing in the local-intake area who does not have a sibling enrolled at the school in the current year, and who lives nearest the school.

Applications to non-local-intake schools (pre-compulsory and compulsory)

Where the school does not have a local-intake area and the number of applications exceeds the number of places available, the child living nearest to the school will be given priority. Parents applying to enrol their children in specialist programs and siblings of children already enrolled at the school do not have priority over those children living nearest the school. That is, proximity to the school is the only criterion to be used in non-local intake schools.

Lodging Applications and Enrolment Forms from local-intake area students

Families residing in the local-intake area may lodge the Application for Enrolment Form and the Enrolment Form concurrently, with the agreement of the school.

Applications for starting school and for the first year of secondary school

Parents are encouraged to apply by the closing date in the year prior to attending, even if the child is of compulsory school age (Pre-primary to Year 12) and is guaranteed a place in the local school. This assists schools with planning.

For children of compulsory school age wishing to enrol at a school that is not the local school the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

For children starting in Kindergarten the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

Applications may still be made after this date and will be considered on a case by case basis, in accordance with the Department of Education's *Enrolment Policy* which can be found at <http://www.det.wa.edu.au/policies>.

Requested documentation

You will be asked to show your child's Birth Certificate (original or certified copy) or birth extract or equivalent identity documents; your child's 'Immunisation Certificate'; usual place of residence: for example utilities account, lease agreement of at least three months, proof of ownership of property, driver's licence, statutory declaration, copies of any Family Court or other court orders, and visa details (if applicable) - Principals may accept a maximum of 3 documents as evidence of residential address.

Once the application has been accepted, you will be required to complete an Enrolment Form and submit it to the school (refer to the Enrolment Pack Part B – Enrolment). If your Application for Enrolment is not accepted, you will be advised in writing within three weeks of the advertised closing date for applications.

Eligibility to enrol in a particular school

The only guaranteed place in a public school is if you live in the local-intake area of that school. Enrolment in a particular primary school does not guarantee a place at a specific secondary school.

Applications to transfer from another school

Decisions about the enrolment of your child into a specific year of schooling and/or the educational program will be based on age eligibility, as well as the child's level of previous schooling, achievement levels and identified needs.

If you are applying for the following year, you will be advised in writing about your application within three weeks of the closing date for applications (that is after the end of the first week of Term 3). If you are applying for the current year, you will be advised in writing as soon as possible.

Once the application has been accepted, in addition to the Enrolment Form you will also need to supply evidence of your child's progress from the previous school. This can be in the form of reports, records or samples of work.

If your child has gained enrolment from outside the local-intake area into a specialist program, any siblings cannot be guaranteed enrolment to the same school.

Kindergarten

The Western Australian Government fully funds Kindergarten for age-eligible children in public schools and supplements the cost of Kindergarten in Catholic and independent schools. Children may be enrolled in Kindergarten in one school only, either public or private.

Disclosure of information

For parents of students with disability

In order to provide an appropriate education program the school may require specific information relating to your child's disability and personal needs to enable the school to make any necessary teaching and learning adjustments. The school may also use the information you provide when applying for specialist resources or services and/or supplementary funding to support your child's education.

Suspensions and exclusions

Information on any suspensions and exclusions needs to be provided to the school at the time of applying to enrol. This information will help the school to provide your child with any support that may be required.

Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires.

Children who have previously been suspended or excluded from a public school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

Confidentiality

All information provided on this form will be treated confidentially. Section 242 of the *School Education Act 1999* precludes this information from being used for any purpose other than: to determine whether your application for enrolment can be accepted; to assist the school with addressing any needs for your child if enrolment is accepted; and to comply with legal requirements or ministerial directions.

Disputes

Should you disagree with a school's advice regarding your application for enrolment please contact the principal in the first instance. The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved. Information about formal disputes can be obtained from the school, the Education Regional Office or the Department's *Enrolment Policy* which can be found at <http://www.det.wa.edu.au/policies>.



2 Allatoona Avenue
SECRET HARBOUR WA 6173

T: 9553 8100

www.cometbaycollege.wa.edu.au

This enrolment booklet includes the following:

1. Student Enrolment Information
2. College Intake (Boundary) Information
3. Enrolment Form

Please complete all sections within the booklet and submit to Administration for further processing.

Supporting Documents

Provide COPIES ONLY of the following with your Enrolment Application:

- Birth Certificate
- Identity Documents (if applicable)
- Immunisation Record
- Court Order (If applicable)
- Proof of Address - **THREE CURRENT DOCUMENTS**
(eg: Electricity, Water, Home Phone Account, Rental Agreement etc)

If your child is not born in Australia, you must provide:

- Evidence of the Date of Entry into Australia;
- Passport or Travel Documents; and
- Current Visa and Previous Visas (where applicable).

In addition, if your child is a temporary visa holder you must provide:

- Confirmation of enrolment or evidence of permission to transfer provided by Education and Training International (if holding an International full fee student visa, Sub class 571);
OR
- Evidence of the visitor and temporary resident visa (other than Sub class 571 referred to above); or
- Evidence of the visa for which the student has applied (if student holds a bridging visa).

Additional Information to be Provided

This information collected by the College is required by the Western Australian Department of Education and Training to meet legal obligations or to meet the purposes outlined below.

- Undertake administrative and student care responsibilities including maintaining emergency contact information;
- Communicate with you about important matters;
- Provide first aid and plan for student health support requirements;
- Collect necessary statistical information and undertake analysis of the composition and performance of the student population; and
- Meet State and National reporting requirements.

It is compulsory to advise of change of details in relation to student's name, usual place of residence and/or name and usual place of residence of Parent/Guardian/Carer.

Security and Confidentiality

The information provided in Enrolment Forms is stored in your local school and Departmental databases. The management of these is governed by State and Departmental Policies to ensure security, privacy and confidentiality at all times.

Change to Details

For Emergency purposes and correct direction of confidential documents, it is imperative that parents/guardians notify College Administration Staff IN WRITING of any changes to a student record as soon as the change occurs. Particularly changes to address, phone number and email details. The College can not be held responsible for the loss of, or misdirection of personal documentation where a student's record has not been updated in the system. Changes to a student record can only be made by the enrolling parent/guardian – students are NOT permitted to request changes to their record.

APPLICATION FOR ENROLMENT FORM

(PLEASE PRINT CLEARLY USING BLOCK LETTERS)

SURNAME*		DATE OF BIRTH:	
LEGAL SURNAME		GENDER: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	
FIRST NAME			
MIDDLE NAME		ENROLLING INTO YEAR (7 - 12)	
HOME ADDRESS			POSTCODE
HOME PHONE		STUDENT MOBILE	
POSTAL ADDRESS <small>(if different to the above):</small>			POSTCODE

**Please note, whilst your child's preferred surname is used for general communication, the Legal Surname is used on all reports, certificates and formal communication issued by other Department Agencies.*

Parent / Guardian 1 Details

Emergency Contact: 1 2 3

The parent enrolling the student is indicated here. MAIL and ALL COLLEGE ACCOUNTS (Contributions and Charges Billing) IS DIRECTED TO THIS CONTACT. You can nominate Parent/Guardian 2 as a mail recipient below also if required.

PAYMENT OF COLLEGE CONTRIBUTIONS AND CHARGES: In the event that a contact OTHER THAN PG1 is to be responsible for the payment of your child's Contributions and Charges, a SEPARATE form detailing the request will need to be completed and signed by BOTH the enrolling parent and the person who agrees to be responsible for all associated Contributions and Charges. Please contact Administration to obtain the relevant Form. Until such time as this form is submitted, the person listed below at PG1 will be billed for these costs.

Your Relationship to the Student (eg. Mother / Father / Legal Guardian): _____

Do you have day-to-day care of the student? YES NO SHARED

Do you have long-term care of the student? YES NO

TITLE		FIRST NAME		SURNAME	
ADDRESS					
MOBILE					
EMPLOYER				WORK PHONE	
EMAIL					

LANGUAGES OTHER THAN ENGLISH SPOKEN AT HOME

Do you mainly speak English at home? YES NO

If NO, which language other than English do you speak at Home? _____

Parent/Guardian 2 Details

Emergency Contact: 1 2 3

Your Relationship to the Student (eg. Mother/Father/Legal Guardian): _____

Do you have day-to-day care of the student? YES NO SHARED

Do you have long-term care of the student? YES NO

Title		First Name		Surname	
Mobile No					
Address					
Occupation					
Employer				Work Phone:	
Email					

ADD AS ADDITIONAL MAIL MARKER (✓) YES ENROLLING PARENT SIGNATURE: _____

LANGUAGES OTHER THAN ENGLISH SPOKEN AT HOME

Do you mainly speak English at home? YES NO

If NO, which language other than English do you speak at home? _____

Other Emergency Contact Details

Emergency Contact:

1 2 3

Note: Please add here a person **other than PG1 or PG2**. This person is contacted only where PG1 or PG2 are not successfully reached (eg. Grandparent, Neighbour, Aunt, Uncle, Family Friend etc).

Relationship to the Student:

Title		First Name		Surname	
Address					
Suburb				Postcode	
Home Phone					
Mobile					

ADDITIONAL STUDENT INFORMATION**Siblings Currently Attending Comet Bay College (or also enrolling):**

NAME:	Yr:	NAME:	Yr:
NAME:	Yr:	NAME:	Yr:

Alternative Care Arrangements

Is the student in the care of the Department for Community Development Chief Executive Officer?

YES

If YES, please provide the following:

DCD Case Manager:	DCD District:	Phone:
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Is this Student subject to any Court Orders in respect of their day to day care?

NO YES If YES, please attach supporting documents.

Student Residential Status

Student lives with: (please tick as appropriate)

Both Parents (One household) PG 1 PG 2
 Shared Care (PG1 & PG 2)

BACKGROUND INFORMATION

RELIGION: _____

Is the student to be withdrawn from religious instruction?

YES NO

Is the student of Aboriginal or Torres Strait Islander origin?

(For students of both Aboriginal and Torres Strait Islander origin mark both 'YES' boxes)

YES Torres Strait Islander
 YES Aboriginal

Student Language

Does the student mainly speak English at home?

YES NO

If NO, Language Other Than English (LOTE) spoken at home:

(If more than one language, indicate the one that is spoken most often.)

Country of Birth/Citizenship

In Which Country Was The Student Born?

Australia

Other – please specify:

Citizenship:

Australian

Other – please specify:

PERMANENT RESIDENT:

YES NO

If 'NO' please provide the following details:

Visa Grant Number: _____

Date Entered Australia: _____ / _____ / _____

Visa Sub – Class No: _____

IN RECEIPT OF ALLOWANCE:

ABSTUDY

YES NO

Assistance for Isolated Children (AIC)

YES NO

Secondary Assistance Scheme (SAS)

YES NO

Youth Allowance

YES NO

*PREVIOUS SCHOOL:

OR

*If previously enrolled in Home Education, specify the Education District:

MOVEMENT REASON (if applicable) :

STUDENT DETAILS – MEDICAL / HEALTH

Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated.

NOTE: If your child is enrolled in a TAFE, PEAC or an Alternative Education Program, this includes the transfer of their health care information to the Principal or Manager of the Program.

Does the student have a medical condition or intensive health care need?

YES NO

If YES, please specify (✓):

Allergy – Anaphylaxis		Hearing Condition (eg Otitis Media)	
Allergy – Other		Mental Health or Behavioural (eg: Depression, ADD / ADHD)	
Asthma		Intensive Health Care Need (eg: Tube Feeding)	
Diabetes		Other:	
Diagnosed Migraine / Headaches			
Does the Student have a Disability?			
If YES, please specify – Disability:			

*Please indicate where you have documentation about your child's disability in any of the following areas.

Copies of this documentation will be required for College records:

Autism Spectrum Disorder	<input type="checkbox"/>	Physical Disability	<input type="checkbox"/>
Deaf or Hard of Hearing	<input type="checkbox"/>	Severe Mental Disorder	<input type="checkbox"/>
Global Developmental Delay (prior to age 6)	<input type="checkbox"/>	Specific Speech Language Impairment	<input type="checkbox"/>
Intellectual Disability	<input type="checkbox"/>	Vision Impairment	<input type="checkbox"/>

If the student has a medical condition or intensive health care need you will need to make an appointment with the School Nurse to discuss completion of a Medical Action Plan.

NOTE: As your child's Healthcare needs change, you MUST notify the College as a matter of priority.

MEDICAL PRACTICE

Medical Practice

Preferred Doctor

Address

Suburb

Post Code

Phone

Fax

DENTAL PRACTICE

Dental Practice			
Address			
Suburb		Post Code	
Phone		Fax	

IN THE EVENT OF AN EMERGENCY:

MEDICARE CARD NUMBER:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EXPIRY:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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In the event of a Medical Emergency, Parents / Guardians are expected to meet the cost of the Ambulance.

Do you have Ambulance Cover?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Do you provide your permission to:	Call Doctor	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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	Call Dentist	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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	Administer First Aid	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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DEFENCE FORCE FAMILIES

Either parent employed by the Defence Forces? (✓)	YES	<input type="checkbox"/>	
	Name of Force:	<input type="text"/>	

PARENTAL CONSENT/PERMISSIONS

Comet Bay College aims to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. This form asks you to consent (or otherwise) to your child's participation / use / access to several aspects of the school program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care.

Policies relevant to the following permissions (where applicable) are available from the College website.

MEDIA CONSENT
Children's images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on the internet, in newsletters or on film or video. Their names may also be included, however no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.
<input type="checkbox"/> Yes, I give consent to my child to have his/her image and/or work published as described above.
<input type="checkbox"/> No, I do not give consent.

INTERNET ACCESS
Student access to the internet is provided in accordance with the school policy (available from the office or school website). Student access is contingent on abiding by the users' Code of Conduct.
<input type="checkbox"/> Yes, my child has permission to access the internet in accordance with school policy.
<input type="checkbox"/> No, I do not give consent.

VIEWING CONSENT
Children often watch videos / DVDs / television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.
<input type="checkbox"/> Yes, I consent to my child viewing items with a 'PG' rating if deemed suitable by the teacher and school administration.
<input type="checkbox"/> No, I do not give consent.

LOCAL EXCURSIONS
Children occasionally walk within the local area for minor excursions under the supervision of the teacher and attend activities in local parks, nature reserves, another school, city council library or shopping centre. On all occasions, parents will be notified of the local excursion.
<input type="checkbox"/> Yes, I consent to my child participating in teacher supervised local excursions which may involve short walks to and from the school.
<input type="checkbox"/> No, I do not give consent.

ENROLMENT AGREEMENT

I/We understand that completion of the enrolment process implies acceptance of and adherence to College Policies/Agreements including the following (please visit our website to review the relevant policy):

- Uniform Standards Agreement**
- Mobile Phone Policy**
- Bring Your Own Device (BYOD) Agreement**
- Internet Usage Agreement**

I/We understand the College's Information Technology Policy prohibits inappropriate use of the internet and that students who contravene this Policy will be denied access to the College computer system.

Student Signature: _____

Parent Signature: _____

ENROLLING PARENT DECLARATION

The information and statements provided in this application for enrolment are true and accurate in relation to:

Name of child: _____

Name of person enrolling child:

Title: _____ First Name: _____ Surname: _____

Relationship to child: _____
(Independent Minors and those aged 18 years or older may apply on their own behalf)

Tel (H): _____ Tel (W): _____

Mobile: _____

Signature: _____ Date: ____/____/____

NOTE: In the event that statements made in this application later prove to be false or misleading, a decision on this application may be reversed. Information supplied may need to be checked by the school.

Supporting Document Checklist

COPIES of the following documents are required to be submitted along with this Enrolment Application Booklet. **PLEASE NOTE: Your Enrolment Application WILL NOT BE ACCEPTED BY ADMINISTRATION STAFF WITHOUT THE PROVISION OF ALL RELEVANT/REQUESTED DOCUMENTS.**

Please check the following list carefully:

- Birth Certificate** (Extract not accepted)
- Proof of Residency – THREE CURRENT DOCUMENTS**
(eg. Utility Invoice, Phone Invoice, Rental Agreement indicating your **CURRENT** residential address etc.)
- Student Health Care Summary** (FORM 1)
- Immunisation Record** (Up-to-date)
- Passport if NOT an Australian Citizen**
- Visa Documentation** (where applicable)

Additional supporting documents if requested (list as required below):

- _____
- _____

OFFICE USE ONLY:

ENROLMENT INTERVIEW SCHEDULE (IF APPLICABLE)			
Associate Principal			
Date		Time	
Parent Confirmed?			

OFFICE USE ONLY					
Entry Date:			Date Transfer Note Sent:		
Previous School:			Records Received:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Publications / Internet Permission Form Completed:			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Contributions and Charges Billing:	PG1 <input type="checkbox"/> _____ %	PG2 <input type="checkbox"/> _____ %	Other <input type="checkbox"/> _____ %		
Immunisation Records Provided:	YES <input type="checkbox"/> NO <input type="checkbox"/>				
House / Faction:	NAVIGATOR <input type="checkbox"/>	VOYAGER <input type="checkbox"/>	MARINER <input type="checkbox"/>	CHALLENGER <input type="checkbox"/>	
Entered on SIS By:			Date:		
Leave Date:		Destination:			Records Sent: Yes / No

RETENTION AND TRANSFER OF STUDENT ENROLMENT RECORDS:

1. *Enrolment Applications (successful) – The School to retain for 5 years after last action and then destroy.*
2. *Enrolment Applications (unsuccessful) –The School to retain for 2 years after last action and then destroy.*
3. *Enrolment Register (Register of Admissions/Enrolment Cards used prior to the School Information System) – The School to retain for 7 years after last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.*
4. *Enrolment Records (managed in the School Information System) – The School must print out annually for all school leavers, the School must retain for 7 years after the last action and then archive and transfer to State Records Office only when advised by Corporate Information Services.*
5. *Student files – The School must negotiate with the previous school at the local level the transfer within 5 school days.*