

## WA PUBLIC SCHOOL STUDENT ENROLMENT FORM

Please complete the Student Enrolment Form and return it to the school for confirmation of this student's enrolment. *Family details should include details of parents or carers residing at the same address as the student being enrolled.* Any details relating to parents not residing with the student may be included in the Parent/responsible person details section of this form.

When you enrol your child at this school, **the following must be provided:**

- |                                    |                          |
|------------------------------------|--------------------------|
| Birth certificate                  | <input type="checkbox"/> |
| Identity documents (if applicable) | <input type="checkbox"/> |
| Immunisation certificate           | <input type="checkbox"/> |
| Court order (if applicable)        | <input type="checkbox"/> |
| Proof of address                   | <input type="checkbox"/> |
| Medical / Disability documents     | <input type="checkbox"/> |

Student Surname: _____
First Name: _____
Enrolling in Year: _____

*If your child was 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 (if 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 the student holds a bridging visa).

### Information to be provided

**Where an item is marked with an asterisk (\*) the information must be provided.** This information is required by the Western Australian Department of Education and Training to meet legal obligations. All other information is needed to meet the purposes outlined below.

While it is not a legal requirement to provide all of the details requested in the Enrolment Form, the information is sought to enable the Department to:

- Undertake administrative and child/student care responsibilities including maintaining emergency contact information;
- Communicate with you about important matters;
- Provide first aid and plan for student health support requirements. For a student with a disability who has significant and complex support needs the principal will negotiate to delay the first day of attendance with the parent/carer if the necessary teaching and learning adjustment are not currently available at the school;
- 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/Responsible person.**

### Security and Confidentiality

The information provided in Enrolment Forms is stored securely in local school and Departmental databases. The management of these databases is governed by State and Departmental policies to ensure security, privacy and confidentiality.

### Assistance with completing this form

If you require assistance completing this form, including translation services, please contact your school.

## Student Details

\* Surname: \_\_\_\_\_ \* Legal Surname: \_\_\_\_\_  
(if applicable)

\* 1<sup>st</sup> Name: \_\_\_\_\_ \* 2<sup>nd</sup> Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

\* Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex:  Male  Female  Indeterminate/Intersex

\* Residential Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Student Mobile: \_\_\_\_\_

Names of brothers and sisters attending this school:

\_\_\_\_\_

## Primary Contact (This person will be the first emergency contact)

PARENT  GUARDIAN  CARER  OTHER  (Please tick one)

Title: \_\_\_\_\_ \*First Name: \_\_\_\_\_ \*Surname: \_\_\_\_\_

Please indicate relationship to the student: \_\_\_\_\_

\*Postal Address (if different from student residential address): \_\_\_\_\_

Home Phone: \_\_\_\_\_ \*Mobile No: \_\_\_\_\_

Occupation/Workplace: \_\_\_\_\_ \*Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Student lives with you:  YES  NO

Responsible for paying contributions and charges?  YES  NO

If no, who is responsible?

Main language: English  Other/s .....

What is the highest year of primary or secondary school you have completed?

Year 12 or equivalent   
Year 11 or equivalent   
Year 10 or equivalent   
Year 9 or equivalent or below

(If you did not attend school, mark 'Year 9 or equivalent or below')

What is the level of the highest qualification you have completed?

Bachelor degree or above   
Advanced diploma/Diploma   
Certificate I to IV (including trade certificate)   
No non-school qualification

What is your occupation group?  (Write 1, 2, 3, 4 or 8)

**Please select the appropriate parental occupation group from the list provided on page 4.**

If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8' above.

## Second Contact

PARENT  GUARDIAN  CARER  OTHER  (Please tick one)

Title: \_\_\_\_\_ \*First Name: \_\_\_\_\_ \*Surname: \_\_\_\_\_

Please indicate relationship to the student: \_\_\_\_\_

\*Postal Address (if different from student residential address): \_\_\_\_\_

Home Phone: \_\_\_\_\_ \*Mobile No: \_\_\_\_\_

Occupation/Workplace: \_\_\_\_\_ \*Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Student lives with you:  YES  NO

Responsible for paying contributions and charges?  YES  NO

If no, who is responsible: \_\_\_\_\_

Main language: English  Other/s .....

### IF THE CONTACT IS A PARENT OR GUARDIAN, PLEASE COMPLETE BELOW:

What is the highest year of primary or secondary school you have completed?	What is the level of the highest qualification you have completed?
Year 12 or equivalent <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>
Year 11 or equivalent <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>
Year 10 or equivalent <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>
Year 9 or equivalent or below <input type="checkbox"/>	No non-school qualification <input type="checkbox"/>
<i>(If you did not attend school, mark 'Year 9 or equivalent or below')</i>	

What is your occupation group?  (Write 1, 2, 3, 4 or 8)

**Please select the appropriate parental occupation group from the list provided on page 4.**

If you are not currently in paid work, but have had a job in the last 12 months, please use your last occupation. If you have not been in paid work in the last 12 months, enter '8' above.

## Other Contact(s) Details

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Please indicate relationship to the student: \_\_\_\_\_

Postal Address (if different from student residential address): \_\_\_\_\_

Home Phone: \_\_\_\_\_ \*Mobile No: \_\_\_\_\_

Occupation/Workplace: \_\_\_\_\_ \*Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please advise the school if there are any other contacts you would like recorded.**

Parental Occupation Groups:

(Relates to questions in Parent/Responsible Person 1 and Parent/Responsible Person 2 sections)

GROUP 1	GROUP 2	GROUP 3	GROUP 4
<p><b>Senior management in large business organisation, government administration &amp; defence, and qualified professionals</b></p>	<p><b>Other business managers, arts/media/sportspersons and associate professionals</b></p>	<p><b>Tradesmen/women, clerks and skilled office, sales and service staff</b></p>	<p><b>Machine operators, hospitality staff, assistants, labourers and related workers</b></p>
<p><b>Senior executive/ manager/ department head</b> in industry, commerce, media or other large organisation</p> <p><b>Public service manager</b>(section head or above), regional director, health/education/police/ fire services administrator</p> <p><b>Other administrator</b> [school principal, faculty head/dean, library/museum/gallery director, research facility director]</p> <p><b>Defence Forces</b> Commissioned Officer</p> <p><b>Professionals</b> generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> professional.</p> <p><b>Business</b> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</p> <p><b>Air/sea transport</b> [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller]</p>	<p><b>Owner/manager</b> of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p><b>Specialist manager</b> [finance/engineering/production/ personnel/industrial relations/ sales/marketing]</p> <p><b>Financial services manager</b> [bank branch manager, finance/ investment/insurance broker, credit/loans officer]</p> <p><b>Retail sales/services manager</b> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</p> <p><b>Arts/media/sports</b> [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official]</p> <p><b>Associate professionals</b> generally have diploma/technical qualifications and support managers and professionals</p> <p><b>Health, Education, Law, Social Welfare, Engineering, Science, Computing</b> technician/associate professional.</p> <p><b>Business/administration</b> [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</p> <p><b>Defence Forces</b> senior Non-Commissioned Officer.</p>	<p><b>Tradesmen/women</b> generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <p><b>Clerks</b> [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/ claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]</p> <p><b>Skilled office, sales and service staff</b></p> <p><b>Office</b> [secretary, personal assistant, desktop publishing operator, switchboard operator]</p> <p><b>Sales</b> [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher]</p> <p><b>Service</b> [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]</p>	<p><b>Drivers, mobile plant, production/processing machinery and other machinery operators</b></p> <p><b>Hospitality staff</b> [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]</p> <p><b>Office assistants, sales assistants and other assistants</b></p> <p><b>Office</b> [typist, word processing/data entry/business machine operator, receptionist, office assistant]</p> <p><b>Sales</b> [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]</p> <p><b>Assistant/aide</b> [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</p> <p><b>Labourers and related workers</b></p> <p><b>Defence Forces</b> ranks below senior NCO not included in other groups</p> <p><b>Agriculture, horticulture, forestry, fishing, mining worker</b> [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]</p> <p><b>Other worker</b> [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]</p>

These categories have been determined nationally and are designed as broad occupational groupings. All Australian states and territories use the same categories.

## Confidential Information

\*Is this student in the care of a Department for Child Protection and Family Support (CPFS) Chief Executive Officer?  YES  NO

**If YES, please specify the name of the CPFS Case Manager and their contact phone number.**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Is this student subject to any court orders in respect of their care, welfare and development?  
 YES  NO **If YES, please specify and attach supporting documentation.**

\*Is this student subject to Access Restriction?  YES  NO  
**If YES, please attach supporting documentation.**

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## Student Details - Additional Information

Religion: \_\_\_\_\_ Is the student to be withdrawn from religious instruction?  YES  
 NO

Is the student of Aboriginal or Torres Strait Islander origin?  NO  
 YES, Aboriginal  
 YES, Torres Strait Islander

Does the student mainly speak English at home?  YES  NO

Does the student speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often.)*

No, English only

Yes, other – please specify \_\_\_\_\_

In which country was the student born? \_\_\_\_\_

\* Citizenship: \_\_\_\_\_

\* Permanent Resident:  YES  NO

\* Temporary Resident:  YES  NO

\* Visa Expiry Date: \_\_\_\_\_

\* Visa Expiry Date: \_\_\_\_\_

\* Visa Sub-class No. \_\_\_\_\_

\* Visa Sub-class No. \_\_\_\_\_

\* Date entered Australia: \_\_\_\_/\_\_\_\_/\_\_\_\_

\* Date entered Australia: \_\_\_\_/\_\_\_\_/\_\_\_\_

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In Receipt of Allowance:  Secondary Assistance  Youth Allowance  
 Assistance for Isolated Children (AIC)  Abstudy

\*Previous School: \_\_\_\_\_ or

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

Movement Reason (if applicable)  
\_\_\_\_\_  
\_\_\_\_\_

## Student Details – Medical/Health

\*Does the student have a disability?  YES  NO **If YES, please specify.**

Disability: \_\_\_\_\_

**\*Please indicate which of the following disabilities you have documentation for. Copies of this documentation will be required for school records.**

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

Medicare Number: \_\_\_\_\_ Ref Number: \_\_\_ Expiry: \_\_\_ / \_\_\_ / 20 \_\_\_

Health Card YES  NO  Card Number \_\_\_\_\_ - \_\_\_ Expiry: \_\_\_ / \_\_\_ / 20 \_\_\_

**Does the student have a medical condition or intensive health care need?  YES  NO**

**If YES, please specify.**

- |   |  |
|---|--|
| <input type="checkbox"/> Allergy – Anaphylaxis                          | <input type="checkbox"/> Hearing condition (e.g. otitis media) |
| <input type="checkbox"/> Allergy – Other _____                          | <input type="checkbox"/> Mental health (depression/anxiety)    |
| <input type="checkbox"/> Asthma   | <input type="checkbox"/> ADHD/ADD                              |
| <input type="checkbox"/> Diabetes                                       | <input type="checkbox"/> Diagnosed migraine/headaches          |
| <input type="checkbox"/> Intensive Health Care Need (e.g. tube feeding) | <input type="checkbox"/> Other                                 |
| <input type="checkbox"/> Seizure Disorder (e.g. epilepsy)               |  |

***If you have indicated that the student has a medical condition or intensive health care need you may be required to complete a separate Health Care Authorisation.***

Medical Practice (Name and Address): \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Permission to call doctor  YES  NO

Please provide details of any other information you would like noted:

Do you have ambulance cover?  YES  NO

Provider \_\_\_\_\_

(If there is a medical emergency parents or guardians are expected to meet the cost of the ambulance)

Eaton Community College provide a take home MacBook Air to all students to use while they are enrolled at Eaton Community College for education use. We aim to allocate students a MacBook as soon as possible once they commence at the College.

### **MacBook Guidelines:**

- Students must ensure the MacBook has the protective cover on at all times.
- Students must adhere to the Eaton Community College Computer Network User Agreement at all times. This includes use of the MacBook out of school hours. The Agreement is available on our website.
- Students are expected to have their MacBook at school every day fully charged.
- The MacBook must be surrendered to the school staff immediately and without question when requested.
- You may not use Eaton Community College's services to harass, bully or intimidate others or create, host or transmit offensive or obscene material.
- Students may not place stickers or use marking pens to write on the MacBook.
- Misuse of the MacBook will result in the equipment being removed from the student.
- MacBook's are to be returned when students leave the school. MacBooks not returned will be considered stolen and the matter referred to the Police for recovery.
- MacBook's are to be kept away from food and drink, both at school and at home.
- Solvents are not to be used the clean the MacBook.
- Students must ensure the Macbook is securely stored at school and home.
- Students should back up data on an external hard drive every day.
- Students are not to install illegal software, change settings or disassemble the Macbook.
- Students must report any issues, damage or faults immediately to student central.
- The MacBook is covered by a manufacturer's warranty and by Risk Cover, the WA Government's insurer.
- If the MacBook is stolen, accidentally damaged (liquid spills, run over or crushed) or destroyed (electrical surges, short circuits) students and parents will be responsible for notifying the Network Support Officers immediately.

### **Students are also expected to abide by the following network access rules:**

- 1) A user may not share user IDs or transfer them to other users or divulge their passwords to other users.
- 2) A user may not use another's password
- 3) You may not use Eaton Community College's services to gain unauthorised access to Eaton Community College facilities, services or resources or the facilities, services and resources of any connected networks or system.
- 4) It is not acceptable to use Eaton Community College's services for any malicious purpose.
- 5) Impersonating another user or otherwise falsifying one's username in email, social media, computing resources, chat or with any other computing resources is prohibited.
- 6) Attempts, whether successful or not, to gain access to any other system or users' private data without express consent of the user, are prohibited.
- 7) You may not use Eaton Community College's services to engage in activities which would damage the integrity of computer based information.
- 8) You may not use Eaton Community College's services to gain passwords, encryption codes, or attempt to alter or destroy data belonging to Eaton Community College or any other user on any other network. This includes storing illegally obtained information of any sort.
- 9) You may not use Chat, IRC or ICQ on the Eaton Community College's network.

**I, as parent/guardian, acknowledge that I have read and will encourage my child to abide by the MacBook guidelines and network access rules. I understand that the MacBook remains the property of Eaton Community College. Where damage is considered negligent, at the school's absolute discretion, I agree to meet the cost of repair.**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

We seek to support every student to develop intellectually, emotionally, physically and culturally. This is about ensuring that they are ready for today’s world and the future. Our role is to encourage our students to be intellectually active and self-directed, guided to work together as partners, teachers and students. We respect each student by providing a wealth of opportunities to foster their strengths in becoming life-long learners, embracing their full potential.

Our core values are at ECC we Encourage, Challenge and Care for our students. As a Positive Behaviour School we all embrace our behaviour expectations in the aim to improve our school community. To support the school’s endeavours to provide high quality education we ask all students to commit to conducting themselves in an appropriate manner to ensure they get the best from their education. At Eaton Community College our Code of Conduct Expectations are based around the understanding that students have the right to learn and teachers have the right to teach.

## Behaviour

Eaton Community College school wide behaviour expectations are:

- R I S E** ... because ....
- “We are **RESPECTFUL**”
  - “We are **INCLUSIVE**”
  - “We **STRIVE**”
  - “For **EXCELLENCE**”

At Eaton Community College we focus on teaching students’ behaviours that compliment effective learning through the educative approach and contemporary behaviour improvement processes known as Positive Behaviour Learning.

## Attendance

Students are expected to maintain regular attendance – 90% or above, which is 5 days per term.

All absences must be explained by a parent/guardian and a medical certificate must be provided if an absence is greater than 3 days. Unexplained absences will be followed up by the school.

## DOES ATTENDANCE REALLY MATTER?

1 or 3 days a week doesn't seem like much but...

If your child misses	That equals	Which is	And over 13 years of schooling that is
Half a day per week	20 days per year	1 month per school year	Almost 1.5 school years
1 day per week	40 days per year	2 months per school year	Almost 2.5 school years
2 days per week	80 days per year	4 months per school year	Over 5 school years
3 days per week	120 days per year	Over half a school year	Almost 8 school years

If you want your child to be successful at school then  
**YES, ATTENDANCE DOES MATTER!**  
**EVERY DAY COUNTS**



## On school grounds

To ensure the safety of all students there is an expectation that as soon as a student arrives at school they will remain on school grounds throughout the day. Students are expected to attend all of their scheduled classes.



### Uniform Policy

A dress code allows all students to be equal; there is no demand on any student to keep up with the fashions or to show membership of a particular group. As members of this community, it is necessary to have a sense of belonging and identity. The way in which we support our dress code tells others in the wider community how we feel about ourselves and the College we belong to. It also allows staff to ensure security of students in their care through an effective means of identification both within and external to the College grounds.

### Illegal Substances or items

Students will not bring illegal items or substances onto school premises.

### Maintaining a Good Working Environment

It is the expectation at Eaton Community College that students will take pride in the school environment and conduct themselves in a manner to ensure the learning environment is kept to a high standard of presentation. It is expected that students:

- Will not indulge in boisterous and unruly behaviour;
- Will not abuse, harass, threaten or assault others;
- Will dispose of rubbish in an appropriate manner;
- Will not deface or damage any part of the school buildings, property or resources; and
- Will demonstrate care for the gardens and plants

### Mobile Phones – Off and Away

The Student Mobile Phones in Public Schools policy bans students from using mobile phones from the time they enter school grounds to the conclusion of the school day.

This includes smart watches and listening accessories, such as headphones and earbuds. Students must have their mobile phone turned off and out of sight during the school day.

## STUDENT AGREEMENT

I ..... agree to abide by the Eaton Community College code of conduct and I have read, understood and accepted them as they are outlined above. I will strive to be a positive role model for the school community and abide by the principle that students have the right to learn without disruption.

Student Signature \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### Publication Consent

At Eaton Community College we promote the great work and achievement of our students and staff. This may involve the publication of students' photos, names and/or work on:

#### *Media*

- Audio visual productions
- Newspapers and Television
- School Website
- Facebook / Instagram
- Other internet media pages and promotional material

#### *Yearbook*

- College Yearbook (ECCHO)

We are sensitive to the fact that some parents / caregivers may not wish for their child's work or photo to be published in this way. We also have a legal obligation to protect the rights of students and their work, and parents / caregivers to make this choice.

This consent, is agreed to on the student's enrolment form, it will remain effective until such time as you advise the school otherwise.

**Please tick the appropriate box to indicate whether or not you consent to your child's work and / or photo being used.**

**Media Consent**                       **Yes**                       **No**

**College Yearbook Consent**                       **Yes**                       **No**

## THIRD PARTY SERVICES – NOTIFICATION

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum. The following third party services are being used in our school. **Pages 16 & 17 have a Consent Box that requires permission.** Please contact the school if you have any queries.

Name of Service	Type of service	What do I need to know	Further information
<b>Career Tools</b>  Link to Website <a href="https://www.careertools.com.au/">https://www.careertools.com.au/</a>	Careers	<b>Information provided:</b> Student: name, home address, telephone, email, date of birth, work/content, gender <b>How the information is used:</b> Career and post school options website. <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.careertools.com.au/privacy-policy">https://www.careertools.com.au/privacy-policy</a>
<b>PM Collection and NelsonNet</b>  Link to Website <a href="https://cengage.com.au/primary/browse-series/pm/pmeollection">https://cengage.com.au/primary/browse-series/pm/pmeollection</a>	Teaching and Learning	<b>Information provided:</b> Student: name, date of birth, gender, biometric data, other data <b>How the information is used:</b> Guided and independent reading platform <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://cengage.com.au/privacy-centre">https://cengage.com.au/privacy-centre</a> <a href="https://cengage.com.au/corporate-home/help/using-this-site/terms-and-conditions">https://cengage.com.au/corporate-home/help/using-this-site/terms-and-conditions</a>
<b>SEQTA</b>  Link to Website: <a href="https://seqta.com.au">https://seqta.com.au</a>	Teaching and Learning Management System	<b>Information provided:</b> Student Username and password, student name, student email, date of birth, address, phone number, school, class details, school year, student work, attendance, behaviour, profile or other photos, gender, medical or health, grades or performance, videos. <b>How the information is used:</b> A teaching and learning management system (LMS) that brings teachers, administrators, parents and students together. <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://seqta.com.au/privacy/">https://seqta.com.au/privacy/</a> <a href="https://seqta.com.au/collection/">https://seqta.com.au/collection/</a>
<b>Timing Solutions</b>  Link to Website: <a href="https://www.timingsolutions.com.au/">https://www.timingsolutions.com.au/</a>	Sports Management	<b>Information provided:</b> Student: name, home address, telephone, email, date of birth, gender, other data. <b>How the information is used:</b> Sports Management <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.timingsolutions.com.au/privacy-policy">https://www.timingsolutions.com.au/privacy-policy</a>

**PARENT CONSENT REQUIRED (BUNDLED)**

The following third-party services are being used in our school. These services require us to share some personal information about your child and **require you to provide consent for each service** before we do so.

Name of Service	Type of service	What do I need to know	Further information
<b>Autodesk – Inventor</b>  Website Link: <a href="https://www.autodesk.com.au/products/inventor/overview?term=1-YEAR&amp;support=null">https://www.autodesk.com.au/products/inventor/overview?term=1-YEAR&amp;support=null</a>	Teaching and Learning & References & Resources	<b>Information provided:</b> Student: name, email, date of birth, work <b>How the information is used:</b> To provide a profile for students in order to borrow books and communicate with the librarian. <b>Where the information is stored:</b> Outside Australia.	<b>Terms of Use / Privacy Policy</b> <a href="https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement">https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement</a>  <a href="https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement/childrens-privacy-statement">https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement/childrens-privacy-statement</a>
<b>Clickview</b>	Teaching and Learning & References & Resources	<b>Information provided:</b> Student: name, email, work/content, photos or videos <b>How the information is used:</b> Educational videos. <b>Where the information is stored:</b> Outside Australia Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.clickview.com.au/clickview-online-terms/">https://www.clickview.com.au/clickview-online-terms/</a>  <a href="https://www.clickview.com.au/terms-and-conditions/">https://www.clickview.com.au/terms-and-conditions/</a>  <a href="https://www.clickview.com.au/privacy-policy/">https://www.clickview.com.au/privacy-policy/</a>
<b>Code.org</b>  Website Link: <a href="https://code.org/">https://code.org/</a>	Teaching and Learning	<b>Information provided:</b> Student: name, email, work/content, photos or videos, gender, other <b>How the information is used:</b> Coding, Scripting, Programming; Online learning, Online courses. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://code.org/tos">https://code.org/tos</a>
<b>Education Perfect</b>  Website Link: <a href="https://www.educationperfect.com">https://www.educationperfect.com</a>	Teaching and Learning & References and resources	<b>Information provided:</b> Student name, student email, school, phone number, class details, school year, student work, grades or performance and videos. <b>How the information is used:</b> Enables students to access an online learning and assessment platform with differentiated learning experiences. There is the option to enrol in world series competitions against other students. <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.educationperfect.com/legal/">https://www.educationperfect.com/legal/</a>  <a href="https://www.educationperfect.com/wp-content/uploads/2020/11/Education-Perfect-Terms-of-Use-2020-04-14.pdf">https://www.educationperfect.com/wp-content/uploads/2020/11/Education-Perfect-Terms-of-Use-2020-04-14.pdf</a>
<b>GeoGebra</b>  Website Link: <a href="https://www.geogebra.org/">https://www.geogebra.org/</a>	Teaching and Learning	<b>Information provided:</b> Student: name, home address, email, work/content, photos or videos, gender. <b>How the information is used:</b>	<b>Terms of Use / Privacy Policy</b> <a href="https://www.geogebra.org/tos">https://www.geogebra.org/tos</a>  <a href="https://www.geogebra.org/privacy">https://www.geogebra.org/privacy</a>

		Interactive mathematics software and classroom resources. <b>Where the information is stored:</b> Outside Australia	
<b>Grok Learning</b>  Website Link: <a href="https://groklearning.com/">https://groklearning.com/</a>	Teaching and Learning	<b>Information provided:</b> Student: name, email, gender and other data. <b>How the information is used:</b> Online programming platform. <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://groklearning.com/policies/terms/">https://groklearning.com/policies/terms/</a>  <a href="https://groklearning.com/policies/privacy/">https://groklearning.com/policies/privacy/</a>  <a href="https://groklearning.com/policies/security/">https://groklearning.com/policies/security/</a>
<b>Apple</b>  Website Link: <a href="https://www.apple.com/au">https://www.apple.com/au</a>	Teaching and Learning	<b>Information provided:</b> Student: name, email, work/content, photos or videos, grades or performance data. Other data: school, class details, school year, student username <b>How the information is used:</b> Includes Apple School Manager, pre-loaded applications and additional modules on a Managed Apple ID. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.apple.com/au/privacy/">https://www.apple.com/au/privacy/</a>  <a href="https://school.apple.com/">https://school.apple.com/</a>
<b>Impowrd</b>  Website Link: <a href="https://www.impowrd.com.au/">https://www.impowrd.com.au/</a>	Career Support	<b>Information provided:</b> Student: name, email, work/content, grades or performance data Other data: school <b>How the information is used:</b> Programs to support entering employment and thriving in the job market. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://think17.employmentadvantage.net.au/pages/terms">https://think17.employmentadvantage.net.au/pages/terms</a>
<b>MathsOnline</b>  Website Link: <a href="https://www.mathsonline.com.au">https://www.mathsonline.com.au</a>	Teaching and Learning	<b>Information provided:</b> Student: name, grades or performance data Other data: school <b>How the information is used:</b> A K-12 online mathematics service that guides students lesson by lesson. <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.mathsonline.com.au/privacy-policy">https://www.mathsonline.com.au/privacy-policy</a>
<b>OLNA WA</b>  Website Link: <a href="https://olnawa.com.au/">https://olnawa.com.au/</a>	Teaching and Learning	<b>Information provided:</b> Student: name, email, work/content <b>How the information is used:</b> OLNA preparation and practise <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://olnawa.com.au/privacy-policy/">https://olnawa.com.au/privacy-policy/</a>  <a href="https://olnawa.com.au/terms-conditions/">https://olnawa.com.au/terms-conditions/</a>
<b>Apple - Pages</b>  Website Link: <a href="https://www.apple.com/au">https://www.apple.com/au</a>	Teaching and Learning	<b>Information provided:</b> Student: name, email, work/content, photos or videos, grades or performance data. Other data: school, class details, school year, student username <b>How the information is used:</b>	<b>Terms of Use / Privacy Policy</b> <a href="https://www.apple.com/au/privacy/">https://www.apple.com/au/privacy/</a>  <a href="https://school.apple.com/">https://school.apple.com/</a>

		Includes Apple School Manager, pre-loaded applications and additional modules on a Managed Apple ID. <b>Where the information is stored:</b> Outside Australia	
<b>PAT (ACER)</b>  Website Link: <a href="https://www.acer.org/au/pat">https://www.acer.org/au/pat</a>	Assessment and Testing	<b>Information provided:</b> Student: name, date of birth, work/content, gender, grades or performance data, other data <b>How the information is used:</b> Tests to provide objective, norm-referenced information about students' skills and understandings in a range of key areas. <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.acer.org/privacy">https://www.acer.org/privacy</a>  <a href="https://www.acer.org/online-terms-of-use">https://www.acer.org/online-terms-of-use</a>
<b>Adobe Creative Cloud for Education - Photoshop</b>  Website Link: <a href="https://www.adobe.com/au/creativecloud/buy/education.html">https://www.adobe.com/au/creativecloud/buy/education.html</a>	Teaching and Learning	<b>Information provided:</b> Student: name and email Parent: name and contact information <b>How the information is used:</b> Includes Creative Cloud "All Apps" Education K-12 2020 <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.adobe.com/au/privacy/policy.html">https://www.adobe.com/au/privacy/policy.html</a>  <a href="https://www.adobe.com/au/legal/terms.html">https://www.adobe.com/au/legal/terms.html</a>
<b>Skillsroad/Kentico CMS</b>  Website Link: <a href="https://www.skillsroad.com.au/">https://www.skillsroad.com.au/</a>	Online Careers platform	<b>Information provided:</b> Student: name, home address, telephone, email, date of birth, gender, geolocation data, other data Parent: name, contact information, other data (list if provided) <b>How the information is used:</b> Online Careers platform. <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.skillsroad.com.au/website/privacy">https://www.skillsroad.com.au/website/privacy</a>  <a href="https://www.skillsroad.com.au/website/terms">https://www.skillsroad.com.au/website/terms</a>
<b>Smiling Mind</b>  Website Link: <a href="https://www.smilingmind.com.au">https://www.smilingmind.com.au</a>	Mental Health	<b>Information provided:</b> Student name, student email, date of birth, school, class details, school year, behaviour and gender. <b>How the information is used:</b> This is a mindfulness meditation to assist in good mental health practices. <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.smilingmind.com.au/privacy-policy">https://www.smilingmind.com.au/privacy-policy</a>  <a href="https://www.smilingmind.com.au/collection-notice">https://www.smilingmind.com.au/collection-notice</a>
<b>Socrative</b>  Website Link: <a href="https://www.socrative.com/">https://www.socrative.com/</a>	Student assessment	<b>Information provided:</b> Student: name, work/content and grades or performance data <b>How the information is used:</b> A formative assessment tool. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.socrative.com/privacy/">https://www.socrative.com/privacy/</a>  <a href="https://www.socrative.com/terms-of-use/">https://www.socrative.com/terms-of-use/</a>
<b>Story Jumper</b>  Website Link: <a href="https://www.storyjumper.com">https://www.storyjumper.com</a>	References & Resources	<b>Information provided:</b> Student Username and password, student name, student email, school, class details, school year, student work and profile or other photos. <b>How the information is used:</b> A website where students can write, create and publish their own stories. <b>Where the information is stored:</b>	<b>Terms of Use / Privacy Policy</b> <a href="https://www.storyjumper.com/main/privacy">https://www.storyjumper.com/main/privacy</a>  <a href="https://www.storyjumper.com/main/tos">https://www.storyjumper.com/main/tos</a>

		Outside Australia	
<b>StudyLadder</b> Website Link: <a href="https://www.studyladder.com.au/">https://www.studyladder.com.au/</a>	Teaching and Learning	<b>Information provided:</b> Student: name, grades or performance data Other data: school, class details, school year <b>How the information is used:</b> Online educational activities. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.studyladder.com.au/about/terms">https://www.studyladder.com.au/about/terms</a>  <a href="https://www.studyladder.com.au/about/privacy">https://www.studyladder.com.au/about/privacy</a>
<b>Tinkercad</b> Website Link: <a href="https://www.tinkercad.com/">https://www.tinkercad.com/</a>	Teaching and Learning References & Resources	<b>Information provided:</b> Staff/teacher: name, email, other data) Parent: other data <b>How the information is used:</b> 3D modelling program. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://tinkercad.zendesk.com/hc/en-us/articles/360011519353-Tinkercad-Privacy-FAQ">https://tinkercad.zendesk.com/hc/en-us/articles/360011519353-Tinkercad-Privacy-FAQ</a>  <a href="https://www.autodesk.com/company/terms-of-use/en/general-terms">https://www.autodesk.com/company/terms-of-use/en/general-terms</a>
<b>G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger).</b> Website Link: <a href="https://www.google.com">https://www.google.com</a>	References & Resources	<b>Information provided:</b> Student name, student email, student work, profile or other photos (optional) and videos (if users decide to store videos in Google drive). <b>How the information is used:</b> G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger). <b>Where the information is stored:</b> Outside Australia but certified by Australian Signals Directory	<b>Terms of Use / Privacy Policy</b> <a href="https://gsuite.google.com/terms/education_terms.html?_ga=2.174740843.-875381896.1565147460">https://gsuite.google.com/terms/education_terms.html?_ga=2.174740843.-875381896.1565147460</a>  <a href="https://policies.google.com/privacy?hl=en&amp;gl=au">https://policies.google.com/privacy?hl=en&amp;gl=au</a>  <a href="https://edu.google.com/why-google/privacy-security/?modal_active=none">https://edu.google.com/why-google/privacy-security/?modal_active=none</a>
<b>Adobe Creative Cloud for Education</b> Website Link: <a href="https://www.adobe.com/au/creativecloud/buy/education.html">https://www.adobe.com/au/creativecloud/buy/education.html</a>	Teaching and Learning	<b>Information provided:</b> Staff/teacher: name and email Student: name and email Parent: name and contact information <b>How the information is used:</b> Includes Creative Cloud “All Apps” Education K-12 2020 <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://www.adobe.com/au/privacy/policy.html">https://www.adobe.com/au/privacy/policy.html</a>  <a href="https://www.adobe.com/au/legal/terms.html">https://www.adobe.com/au/legal/terms.html</a>
<b>EduBlogs</b> Website Link: <a href="https://edublogs.org/">https://edublogs.org/</a>	References & Resources	<b>Information provided:</b> Staff/teacher: name, email Student: name, email, work/content, photos or videos, Other data: school, class details, school year, student username <b>How the information is used:</b> WordPress based tool for creating and hosting individual websites and student eportfolios. <b>Where the information is stored:</b> Outside Australia	<b>Terms of Use / Privacy Policy</b> <a href="https://campuspress.com/docs/privacy-policy/">https://campuspress.com/docs/privacy-policy/</a>  <a href="https://edublogs.org/terms-of-service/">https://edublogs.org/terms-of-service/</a>

<b>The Australian History Competition</b>  Website Link: <a href="https://australianhistorycompetition.org.au/">https://australianhistorycompetition.org.au/</a>	Teaching and Learning Competitions	<b>Information provided:</b> Staff/teacher: name, email Student: name, work/content, grades or performance data Other data: school <b>How the information is used:</b> History Competition <b>Where the information is stored:</b> Within Australia	<b>Terms of Use / Privacy Policy</b> N/A
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Please select Consent or Do not consent for the above third party services (Bundled)

Consent

Do not Consent



### PARENT CONSENT REQUIRED

The following third-party services are being used in our school. These services require us to share some personal information about your child and **require you to provide consent for each service** before we do so.

Please contact the school if you have any queries.

Name of Service	Type of service	What do I need to know	Further information	Consent
Canva Website Link: <a href="https://www.canva.com/education/">https://www.canva.com/education/</a>	Teaching and Learning	<b>Information provided:</b> Student: name, email, work/content, photos or videos Other data: school <b>How the information is used:</b> Creative design and presentation tools. <b>Where the information is stored:</b> Outside Australia.	<b>Terms of Use / Privacy Policy</b> <a href="https://about.canva.com/terms-of-use/">https://about.canva.com/terms-of-use/</a>	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
ReviseOnline Website Link: <a href="https://reviseonline.com/">https://reviseonline.com/</a>	References & Resources	<b>Information provided:</b> Student: name, email, work/content and grades or performance data. <b>How the information is used:</b> Exam revision <b>Where the information is stored:</b> Within Australia.	<b>Terms of Use / Privacy Policy</b> Unavailable	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Desmos Math Tools Website Link: <a href="https://www.desmos.com/">https://www.desmos.com/</a>	Mathematics	<b>Information provided:</b> Student: name, email, date of birth, photos or videos and other data <b>How the information is used:</b> Digital activities for Mathematics classes. <b>Where the information is stored:</b> Outside Australia.	<b>Terms of Use / Privacy Policy</b> <a href="https://www.desmos.com/privacy">https://www.desmos.com/privacy</a>  <a href="https://www.desmos.com/terms">https://www.desmos.com/terms</a>	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Planbook Website Link: <a href="https://planbook.com/#home">https://planbook.com/#home</a>	References & Resources	<b>Information provided:</b> Student: name, email, date of birth, attendance, photos or videos and grades or performance data Parent: contact information <b>How the information is used:</b> Online teacher lesson planning and grading. <b>Where the information is stored:</b> Outside Australia.	<b>Terms of Use / Privacy Policy</b> <a href="https://www.desmos.com/privacy">https://www.desmos.com/privacy</a>  <a href="https://www.desmos.com/terms">https://www.desmos.com/terms</a>	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent
Snowflake Website Link: <a href="https://snowflake.haesemathematics.com.au/users/sign_in">https://snowflake.haesemathematics.com.au/users/sign_in</a>	Mathematics	<b>Information provided:</b> Student: name, email, work/content, geolocation data, grades or performance data Other data: school <b>How the information is used:</b> The Haese Mathematics online learning system <b>Where the information is stored:</b> Outside Australia.	<b>Terms of Use / Privacy Policy</b> <a href="https://snowflake.haesemathematics.com.au/privacy-policy">https://snowflake.haesemathematics.com.au/privacy-policy</a>  <a href="https://snowflake.haesemathematics.com.au/terms-of-use">https://snowflake.haesemathematics.com.au/terms-of-use</a>	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent

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# FORM 1 – STUDENT HEALTH CARE SUMMARY

## SECTION A:

School: Eaton Community College	Year:	Form:	Teacher:
Student's Name:	Date of Birth:		
Address:	Gender: Male/Female		

FAMILY CONTACT DETAIL	MEDICAL DETAILS
Name:	Medical Practice:
Relationship to student:	Doctor 1: Telephone:
	Doctor 2: Telephone:
	Dental Practice: Telephone:
	Name of Dentist: Telephone:
Address:	I give permission for the school to seek medical/dental attention for my child as required. Yes <input type="checkbox"/> No <input type="checkbox"/>
Telephone: (W) (H) (M)	Do you have ambulance insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> Insurance Provider: If there is a medical emergency, parents/carers are expected to meet the cost of an ambulance.
Name:	List any essential information that could affect your child in an emergency e.g. allergy to penicillin.
Relationship to student:	
Address:	Health care card: Yes <input type="checkbox"/> No <input type="checkbox"/> Expiry Date: Card Number:
Telephone: (W) (H) (M)	Medicare No. (If required – for children requiring regular emergency care): Card Number: Expiry Date:

## ADMINISTRATION OF MEDICATION

Written authorisation must be provided for staff to administer any form of medication at school.  
 Long term medication – Complete the *Medication* section of the relevant health care plan – see below.  
 Short term medication – Request an *Administration of Medication* form to complete and return to the principal or class teacher.  
 Note: All medication required must be supplied by parents / carers.

## INFORMED CONSENT

Your child's health care information will be shared with staff on a "need to know" basis unless otherwise stated.  
 Do you give permission for the school to share your child's health care information? Yes  No   
 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 that program.  
 If no, and the information is to be restricted, who can be informed of your child's health care information? \_\_\_\_\_  
 Does your child have one or more health condition(s) that will require support from school staff?  
 No  - sign below and return Section A of this form to the school office. If your child's requirements change, please notify the school.  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Yes  - complete the remainder of this form and return to the school office. You will be given additional forms to complete.  
 List your child's health conditions (s):

## SECTION B: In the following table, please indicate your child's condition(s) which require the support of school staff (in response to the information below, you will be given further forms for specific health conditions to complete).

Health Conditions	Tick Health Condition	Will school staff require specific training to support your child?
Severe Allergy / Anaphylaxis	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Minor & Moderate Allergies	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Diabetes	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Seizures	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Asthma	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Activities of Daily Living	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Other Conditions or Needs (please specify)	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has your child's Medical Practitioner provided a health care plan to assist the school to manage the condition?	<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

If you have ticked 'Yes' for specific training, please discuss the type of training needed with the Principal.

Name:

Date of Birth:

School:

SECTION C: CONSENT FOR PHOTO IDENTIFICATION ON YOUR CHILD'S HEALTH CARE PLAN

If your child has a condition where an emergency may occur, please indicate whether you give consent for staff to place your child's medical details and photo on view to provide immediate identification.

I give permission for my child's "medical details and photo" to be on view for staff. YES  NO

If yes, please attach photo to the relevant health care plan(s).

SECTION D: MEDIC ALERT INFORMATION

Does your child have a Medic Alert bracelet or pendant? YES  NO

If yes, provide details: \_\_\_\_\_

Signature:

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Care Name: \_\_\_\_\_

ON COMPLETION OF THIS FORM, PLEASE REQUEST AND COMPLETE THE RELEVANT HEALTH CARE PLANS

Note: Where appropriate students should be encouraged to participate in their health care planning.

Office Use Only

Does the child have an allergy that needs to be flagged on SIS? Yes  No  Date: \_\_\_\_\_

Have relevant health care plans been issued to the parent? Yes  No  Date: \_\_\_\_\_

Has the Principal been informed if:

• Specific training is required to support the student? Yes  No

• The student's health care information is to be Yes  No

Date Student Health Care Summary was completed and uploaded on SIS: / /