# **Fact sheet – Student transfer note**

This fact sheet outlines principals’ responsibilities for sharing information when a student changes from a state school to a non-state school (and vice versa) within Queensland, as per the [Enrolment in state primary, secondary and special schools](https://ppr.qed.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure) procedure.

The [student transfer note](https://ppr.qed.qld.gov.au/attachment/student-transfer-note.pdf) provides information to the new/future school principal that will help them ensure continuity of the student’s educational program, and meet the principal’s duty of care obligations in relation to the student and the school community.

**Process**

1. A [student transfer note](https://ppr.qed.qld.gov.au/attachment/student-transfer-note.pdf) can be requested by:
   * a parent/carer (or student if mature age or independent) when the student’s enrolment ceases; or
   * the principal of the student’s new/future school, upon receiving an application for enrolment.
2. When an application for enrolment has been received, the new/future school principal can request a student transfer note from the previous principal by using the [Notice – Request for student transfer note](https://ppr.qed.qld.gov.au/attachment/notice-request-for-student-transfer-note.docx). The new/future school principal must also advise the parent (or student if mature age or independent) that a request for a student transfer note has been made – this could be done by providing them with the [Notice to parent (or student if living independently) – Transfer note requested](https://ppr.qed.qld.gov.au/attachment/notice-to-parent-or-student-if-living-independently-transfer-note-requested.DOCX).
3. **Within** **10 school days** of receiving the request, the principal of the student’s previous school must:
   * download a [student transfer note](https://ppr.qed.qld.gov.au/attachment/student-transfer-note.pdf);
   * complete the transfer note and identify or tick if any of the records listed on the transfer note are held at the school for that student; and
   * provide the completed student transfer note, along with copies of any records identified on the transfer note (e.g. the student’s current individual support plans or records), to the new/future school principal.

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| **Please note:** It is a legislative requirement under the *Education (General Provisions) Act 2006* (Qld) (EGPA) for the principal of the student’s previous school to provide the parent/carer (or student if mature age or independent) or the principal of the new/future school with copies of all information indicated on the student transfer note. |

1. When the new/future school principal receives the completed student transfer note, and copies of documents mentioned in the transfer note, they must provide a copy of these to the parent/carer (or student if mature age or independent) if requested.
2. All information relating to the student transfer note process must be managed (handled, shared) in accordance with information privacy and security requirements.

**Summary of process**

1. **Parent/carer or student request**

Parent/carer (or student if mature age or independent) provides transfer note and attached documents to new/future school

Parent/carer (or student if mature age or independent) requests *Student transfer note* from previous school when enrolment ceases

Principal of previous school completes the student transfer note and provides it, with copies of all relevant documents, to the parent/carer (or student if mature age or independent)

1. **Principal request**

New/future school prepares to deliver student’s educational program and provides supports (if necessary) based on information from the student transfer note

Principal of previous school completes the student transfer note with all appropriate information and provides copies of relevant documents to the new/future school principal

Principal of new/future school sends *Notice - Request for student transfer note*, requesting information from previous school principal (including support plans, reports, previous AIMS record)

Principal advises parent/carer (or student if mature age or independent) that the student transfer note has been requested

Principal of new/future school provides a copy of the student transfer note, including copies of attached documents, to the parent/carer (or student if mature age or independent) if requested

**Frequently asked questions**

| **Responding to a request for student transfer note** | | |
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| **Question** | **Answer** | **Information** |
| Do I have to respond to the request for student transfer note? | **🗸** | The student transfer note, and all applicable attachments, must be provided to the parent/carer when enrolment ceases or if requested by the new/future school principal, within 10 school days. |
| What do I have to provide? | **🗸** | All applicable information that is listed on the student transfer note, and copies of relevant documents, must be provided. Any information in the documents that does not relate to the student must be redacted (e.g. references to another student or school staff). |
| Do I need to get parent consent before providing the student transfer note and all applicable attachments? | **x** | This information is required to be provided under the EGPA and does not require parent consent. However, the new/future school principal should advise the parent that a student transfer note has been requested, and should also provide them with a copy of the student transfer note and relevant documents, if they request it. |
| Should **all** current information relating to the student be provided with the student transfer note? | **x** | Only applicable information listed on the student transfer note should be provided.  If the new/future school principal requests any additional information which is not included in the student transfer note, they should seek this either:   * directly from the parent/carer (or student if mature age or independent); or * from the previous principal with the consent of the parent/carer (or student if mature age or independent). The [*Consent form to share student personal information with third parties*](https://intranet.qed.qld.gov.au/Students/LearningandDisabilitySupport/Documents/consent-form-share-student-personal-information-third-parties.docx) (DoE employees only) can be used for this purpose. However, if any documents contain information about other students, this must be removed prior to providing the documents to the new/future school principal. |
| For a student with disability, do I need to provide the most recent Nationally Consistent Collection of Data on School Students with Disability (NCCD) data to the new/future school? | **x** | This information is relevant only for the school submitting the NCCD. Any documentation provided can have the NCCD data removed. It is, however, important for schools to provide information about the student’s educational program to ensure continuity their educational program at their new school. |
| Should a student’s Adjustment Information Management System (AIMS) record be provided (if applicable)? | **🗸** | While the Department of Education does not update AIMS records in most disability areas, a student’s AIMS record should be provided if it has not expired. |

**For further information:**

* State schools can contact the Principal Advisor Education Services (PAES) in their [region](https://education.qld.gov.au/contact-us/state-schools-regional-contacts)
* Non-state schools can contact the Office of Non-State Education on (07) 3513 6743 or by email at [OfficeOfNonStateEducation@qed.qld.gov.au](mailto:OfficeOfNonStateEducation@qed.qld.gov.au)