Steps associated with dual enrolment between a state special school and a non-state school

The steps for dual enrolment between a state special school and a non-state school are outlined below.

1. Student is enrolled in non-state school.
2. Parent discusses with non-state school that they are seeking a dual enrolment arrangement with a state special school.
3. Non-state school staff and parent complete Part A of *Dual enrolment of students with disability in state and non-state schools* ([Dual enrolment form](https://ppr.mpe.qed.qld.gov.au/attachment/dual-enrolment-of-students-with-disability-in-state-and-non-state-schools.docx))
4. Non-state school staff and parent approach the identified state special school and/or regional office to discuss the outcomes the dual enrolment is intended to achieve, and suitability of each of the schools to achieve these under this arrangement. Part B of the Dual enrolment form is completed in consultation with non-state school and state special school staff to reflect these discussions.
5. If the dual enrolment is considered by all parties to be in the best educational interests of the child:
   * the parent seeks enrolment in a state special school as outlined in the [State special school enrolment flowchart](http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Enrolment%20in%20State%20Primary,%20Secondary%20and%20Special%20Schools/flowchart.PDF). *To be eligible for enrolment in a state special school, all criteria outlined in the* [*Special school eligibility (“person with a disability” criteria) policy*](https://education.qld.gov.au/students/students-with-disability/succeeding-with-disability/enrolment-criteria) *must be met, and the relevant special school must be able to cater for the educational needs of the prospective student.*
   * on receipt of the delegated decision maker’s decision to refer the prospective student’s application for enrolment, the parent and the school commence the enrolment process.
   * Part C of the [Dual enrolment form](https://ppr.mpe.qed.qld.gov.au/attachment/dual-enrolment-of-students-with-disability-in-state-and-non-state-schools.docx) is completed by the non-state school staff, state school staff and parents as indicated on the form.

**It is important to note that all schools are required to make reasonable adjustments for students with disability. There must be specific benefits identified and agreed to by all parties for why the student’s education program is best delivered between two schools.**