

**Supporting documents for enrolment**

Applicants should provide the following to the school upon enrolment:

* The prospective student’s birth certificate for sighting only (or alternative document such as passport or visa if birth certificate cannot be provided) if enrolling for the first time in a Queensland state school, especially in the Prep Year. The birth certificate requirement does not apply where OneSchool (the department’s student management system) indicates that a birth certificate has been previously sighted.

If not an Australian citizen, provide passport or visa details or other documents as requested by the school.

For prospective mature age students, photographic identification which proves identity must be provided (e.g. current drivers licence, adult proof of age card, or passport). Prospective mature age students who provide appropriate photographic proof of identity do not need to present a birth certificate.

* Any documentation that is required if the school has an [Enrolment Management Plan](https://ppr.mpe.qed.qld.gov.au/pp/school-enrolment-management-plans-school-emps-procedure)
* Details of any relevant Family Court or other court orders, if applicable – refer to [Family law matters affecting state schools](https://intranet.qed.qld.gov.au/Services/legal-services/Pages/Familylawmatters.aspx) (available to departmental employees only).
* If the prospective student is identified as residing in care, schools should be provided legal documents relating to a prospective student being placed in care, such as a court order or a letter from Department of Child Safety, Seniors and Disability Services.
* Copy of a *Student transfer note* if received from previous school.
* Where relevant, details of any medical conditions, symptoms, management, medications or disabilities the child may have. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings).