

Interstate or Private

Student Data Transfer Note

Form 1 - Parent/Guardian Consent Form

(Only if required)



Schools are required to use the Interstate Student Data Transfer Note (ISDTN) in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Standing Council on School Education and Early Childhood (see: <http://scseec.edu.au>).

Part A – Consent to Transfer Student Data Interstate*

I

do give do not give

consent for information about my child /children

<input type="text" value="insert child's name"/>	date of birth [^] / /
<input type="text" value="insert child's name"/>	date of birth [^] / /
<input type="text" value="insert child's name"/>	date of birth [^] / /

to be transferred from his/her previous school

to his/her new school

I understand that:

- The principal (or delegate) of my child's new school may request and/or receive information from my child's previous school verbally and/or in writing.
- It may include all details contained on the Interstate Student Data Transfer Note.
- Additional information may be required by my child's new school. This information will only relate to information on the flagged field on the Interstate Student Data Transfer Note.
- The principal (or delegate) of my child's new school may contact the principal (or delegate) of my child's previous school both verbally and/or in writing.
- I can request to see the information that is received from my child's previous school.

I understand that my child's new school will take all reasonable steps to protect the personal information about me/my child from misuse and loss and from unauthorised access, modification or disclosure.

Signature of parent or guardian

Date

Complete Part B if Part A consent is not given

* Parent or student consent is not required for non-government schools to receive student information from a student's previous non-government school if the previous school has a data collection notice which complies with the guidelines in the National Catholic Education Commission and National Council of Independent Schools' Associations Privacy Compliance Manual 11 December 2001 (Latest amended version December 2011), Section 7.10.1.

[†] 'New School' is defined as either the school at which the student is enrolled OR the school at which the student is seeking enrolment. The consent process should be initiated at the point of application for enrolment so that information is received before the enrolment process is finalised.

[^] If the student is 16 years of age or older, student consent should also be sought.

Part B Consent – Consent to Notify Previous School of Enrolment at New School

I	<input type="text" value="insert name"/>	do give <input type="checkbox"/>	do not give <input type="checkbox"/>
consent for the principal (or delegate) of		<input type="text" value="new school name<sup>†</sup>"/>	
to notify my child's/children's	<input type="text" value="insert name"/>	date of birth [^]	/ /
	<input type="text" value="insert name"/>	date of birth [^]	/ /
	<input type="text" value="insert name"/>	date of birth [^]	/ /
previous school	<input type="text" value="school name and address"/>		
that my child/children is/are now enrolled at the above named school.			
<input type="text"/>		<input type="text" value="/ /"/>	
Signature of parent or guardian		Date	

Complete Part B if Part A consent is not given

- * Parent or student consent is not required for non-government schools to receive student information from a student's previous non-government school if the previous school has a data collection notice which complies with the guidelines in the National Catholic Education Commission and National Council of Independent Schools' Associations Privacy Compliance Manual 11 December 2001 (Latest amended version December 2011), Section 7.10.1.
- † 'New School' is defined as either the school at which the student is enrolled OR the school at which the student is seeking enrolment. The consent process should be initiated at the point of application for enrolment and therefore information can be received before the enrolment process is finalised.
- ^ If the student is 16 years of age or older, student consent should also be sought.

Interstate or Private

(Only if required)



Student Data Transfer Note Form 2 - Student Consent Form

Schools are required to use the Interstate Student Data Transfer Note (ISDTN) in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Standing Council on School Education and Early Childhood (see: <http://scseec.edu.au>).

Part A – Consent to Transfer Student Data Interstate (for students who are 16 years of age or older)*

I

/ / do give do not give

consent for information about me to be transferred from my previous school

to my new school

I understand that:

- The principal (or delegate) of my new school may request and/or receive information from my previous school verbally and/or in writing.
- It may include all details contained on the Interstate Student Data Transfer Note.
- Additional information may be required by my new school.
- The principal (or delegate) of my new school may contact the principal (or delegate) of my previous school both verbally and/or in writing.
- I can request to see the information that is received from my previous school.

I understand that my new school will take all reasonable steps to protect the personal information about me from misuse and loss and from unauthorised access, modification or disclosure.

/

Signature of student

Date

Complete Part B if Part A consent is not given

Part B – Consent to Notify Previous School of Enrolment at New School

/ /

do give do not give

consent for the principal (or delegate) of

to notify my previous school

that I am now enrolled at the above named school

/

Signature of student

Date

* Parent of student consent is not required for non-government schools to receive student information from a student's previous non-government school if the previous school has a data collection notice which complies with the guidelines in the National Catholic Education Commission and National Council of Independent Schools' Association Privacy Compliance Manual 11 December 2001 (Latest amended version December 2011), Section 7.10.1.

† 'New School' is defined as either the school at which the student is enrolled OR the school at which the student is seeking enrolment. The consent process should be initiated at the point of application for enrolment so that information is received before the enrolment process is finalised.

Interstate or Private

Student Data Transfer Note

Form 3 - Interstate Student Data Transfer Note (ISDTN)



Schools are required to use the Interstate Student Data Transfer Note (ISDTN) in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Standing Council on School Education and Early Childhood (see: <http://scseec.edu.au>).

- Please indicate:**
- | | |
|---|--------------------------------|
| <input type="checkbox"/> Student enrolling | <input type="checkbox"/> Mail |
| <input type="checkbox"/> Student applying for enrolment | <input type="checkbox"/> Fax |
| | <input type="checkbox"/> Email |

SECTION 1 TO BE COMPLETED BY NEW SCHOOL (on enrolment or application for enrolment)

1 Student Information

a. Student name	<input type="text" value="first/given names"/>
	<input type="text" value="surname/family name"/>
b. Previous OR other names (if applicable)	<input type="text"/>
c. Preferred first name	<input type="text"/>
d. Date of birth	<input type="text" value="(dd/mm/yyyy) / /"/>
e. Australian citizen	<input type="checkbox"/> YES <input type="checkbox"/> NO ▶ if no, Visa category if known
	<input type="text"/>

2 New School Information

a. Name of new school	<input type="text" value="Katherine High School"/>
b. Contact details	<input type="text" value="Address"/>
	<input type="text" value="street address Grevillea Road (PO Box 189)"/>
	<input type="text" value="suburb Katherine state Northern Territory postcode 0851"/>
	<input type="text" value="Contact name"/>
	<input type="text" value="first/given names surname/family name"/>
	<input type="text" value="Phone/fax numbers"/>
	<input type="text" value="Phone number 08 8973 8200 Email Address admin.kathehs@ntschools.net"/>
	<input type="text" value="Role/Position"/>
c. Email address	<input type="text"/>
d. Sector (please tick)	<input type="checkbox"/> Non-government <input type="checkbox"/> Government

SECTION 2 TO BE COMPLETED BY PREVIOUS SCHOOL (within 5 working days)

1 Previous Schooling Information

a. School	i. Name of previous school	<input type="text"/>
	ii. Address of previous school	<input type="text" value="street address"/>
		<input type="text" value="suburb state postcode"/>

1 Previous Schooling Information (continued)

iii. Name of Principal/Delegate

first/given names

surname/family name

iv. Phone number

v. Email

vi. Person to contact for further information on this student

first/given names

surname/family name

vii. Phone number

viii. Email

b. Student

i. Enrolment date

(dd/mm/yyyy) / /

ii. Departure date

(dd/mm/yyyy) / /

iii. Grade/Level at departure date

iv. Previous three schools (if known)

1)

2)

3)

v. Reason/s for leaving previous schools (if known)

1)

2)

3)

2 Attendance

Attendance concerns

Yes

No

3 Health Care Needs

Health care needs

Yes

No

4 Areas of Interest/Talent

Indicate areas of interest/talent (brief description)

5 Support Needs (please tick)

	Yes	No	Cannot transfer/provide this information
a. Negotiated Curriculum Plan ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Adjusted education program ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Career Guidance file held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. School counsellor/psychologist file held*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Other learning support (specify - eg ESL...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Accelerated Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Young Carers Role ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Schools to consider legislative or policy requirements before sending this information. In Queensland a response will not be provided.

6 Progress in specific learning areas (over the last 12 months)

a. Literacy/English	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
b. Numeracy/Maths	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
c. Other learning areas (specify)			
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
<input type="text"/>	<input type="checkbox"/> Below level	<input type="checkbox"/> At level	<input type="checkbox"/> Above level
Latest student report available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

* Indication only - see student report (if available) for further details.

7 Pastoral care and behaviour management

a. School disciplinary absences (in/out of school) in the last 12 months*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Individual behaviour management plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No

* This refers to such action as suspension, exclusion, expulsion, isolation or withdrawal.

¹ A negotiated curriculum plan refers to things such as an Individual Education Plan (IEP), Education Support Plan (ESP) or any curriculum plan which has been developed to suit the specific need of the individual student and is implemented in the student's school as part of their normal educational provision.

² An adjusted program refers to a program in which the student participates separately, alternative to the normal educational program provided within the school. It may constitute part of a school-based curriculum, or it may be conducted off-site or as a full-time program.

³ Young carers are children and young people who have caring and support responsibilities for a family member or friend who has a disability, is frail aged, or has chronic mental or physical illness.