



Enrolment Checklist

CHECKLIST FOR APPLICATION FOR ENROLMENT - Prep to Year 12

Please use this list to ensure that you provide all the supporting documents to complete your Application for Enrolment. Please note that your application may not be processed until all documents are received.

- PART A APPLICATION OF ENROLMENT** (available online at: xavier.qld.edu.au)
- Photo** (school/kinder photo, passport style & size) of the applicant student/s (*jpeg if emailing)

- PART B ENROLMENT SUPPORT INFORMATION** (one for each applicant student)

- PART C ENROLMENT TRANSITION FORM**
 - Page 1 to be completed and signed by parent and forwarded to current education provider
 - Page 2 to be **completed by current School** / Kindy / Day Care etc.
 - Remember to provide a stamped addressed* envelope (as below) to your current education/care provider in order for them to return the completed form to Xavier.**
 - *Addressed to: Mrs. Jenni Spain, Xavier Catholic College, PO Box 1630, HERVEY BAY QLD 4655**

- COPY OF LAST 2 NAPLAN TEST RESULTS** (PDF if emailing)
 - Testing from Years 3/ 5/ 7/ 9 as applicable. *(Not required for Prep to Year 3)*

- COPY OF LAST 3 SEMESTER REPORT CARDS** (PDF if emailing)
 - 2 reports for Year 1 application. *(Not required for Prep)*

- CERTIFIED COPY OF STUDENT'S FULL BIRTH CERTIFICATE** (PDF if emailing)
 - (whilst photocopy is accepted, original certificate must be sighted by the College staff)

- COPY OF PASSPORT, VISA and/or AUSTRALIAN CITIZENSHIP CERTIFICATE** (PDF if emailing)
 - If the student was not born in Australia or, was born in Australia but both parents were born overseas, proof of residential status must be provided as follows
 - A copy of your child's visa/ citizenship certificate and
 - A photocopy of the student's passport page showing photo, name, passport number and also the page showing date of arrival if relevant to this application
 - Refer page 6 of this package under 'Student Information-Cultural Background' for further details

- COPY OF BAPTISM & Other Sacramental CERTIFICATES** (PDF if emailing)
 - Where you have indicated on the application form that the child is baptised, a copy of the baptism certificate **MUST** be attached.
 - Please also include copies of any other Sacramental certificates

- OTHER SUPPORTING INFORMATION** (*Optional*)
 - This may include character or academic references from professional, religious or civic leaders