Student Transfer Advice - South Australian students only

The Student Transfer Advice form gives consent to Seymour College to obtain information from your daughter's previous school. This will assist us in the provision of an appropriate and ongoing education program for your daughter. This form is part of the enrolment procedure for South Australian students new to the College.

You are asked to complete Boxes 1 and 3 only; your daughter's previous school will complete Box 2.

You are required in Box 1 to

1. Enter the name of your daughter's previous school
2. Enter your daughter’s full name and date of birth

You are required to print this form and enter your signature in Box 3

Once you have completed Boxes 1 and 3, please return the Student Transfer Advice Form to the Admissions Department as soon as possible.
Part 1

Box 1

To the Principal: ................................................................. Fax: .........................

Re Student Name: ............................................................... Date of Birth: ........../ ....../ .......

The above student enrolled at ................................................................. on ........../ ....../ .......

Address .................................................................................................................................

Telephone No. ............. Fax. No. .............. * School No. ........ *District ......................

* DETE schools only

To assist successful enrolment, please provide the following information by return fax.

Box 2

ED ID (DETE schools only): .........................

Current level of schooling: ....... Previous (Care Group / Class) Teacher: ........................................

Person to contact for further information on this student if required: .................................................................

Previous Schools: .................................................................................................................................

Aboriginal/Torres Strait Islander Yes / No Non English Speaking Background: Yes / No

School Card: Yes / No Fees to be passed on: Yes / No Amount (if immediately known) $ ............

Support given to assist this student:

Behaviour concerns Yes / No If Yes, support provided by:

- Behaviour Support Team Yes / No
- Class teacher Yes / No
- Counsellor Yes / No
- Administration Yes / No

Attendance concerns Yes / No Negotiated Curriculum Plan Yes / No

Guidance Assessment Yes / No Speech / Hearing Assessment Yes / No

Guidance Referral Yes / No Speech / Hearing Referral Yes / No

NCP support provided Yes / No

Support Program School Based Yes / No

English as a Second Language Support Yes / No

Interagency Referral Yes / No

Details: .................................................................................................................................

Any Other Comments: .............................................................................................................

...........................................................................................................................................

Box 3

CONSENT: To be completed when transfers are between:

1. Non-government and government school
2. Non-government and non-government school

I hereby give my consent for the principal to obtain, from the student’s previous school, information which will assist in the provision of an appropriate educational program. I understand the information will be accessed by the principal and the classroom teacher(s) at the new school on a “need to know” basis.

........................................................................................................................................... Signed by custodial parent or guardian
New school:
1. Completes the information in Box 1 on Part 1 at the same time as enrolment information is being collected.
2. Obtains consent from custodial parent or guardian where necessary.
3. Faxes Parts 1 and 2 to student's previous school on the day of enrolment.

Previous school:
1. Completes the information in Box 2 on Part 1 - immediately.
2. Returns Part 1 of this form by facsimile to the number shown in Box 1 on the day it is received.
3. Returns Part 2 of this form, together with appropriate information or copies of information, within two weeks of receipt.

Government schools:
1. Must transfer original student records to another government school. There should be only one student record folder per student.
2. Must send only copies of original student records to non-government schools (under State Records Act 1997).
3. Must gain the consent of a parent/guardian before disclosing any information about a student to a non-government school, either on Part 1 of this form or sending copies of student records (Information Privacy Principles, Department of Premier and Cabinet Circular No. 12). Use the consent statement on Part 1, completed at the time of enrolment.

Non-government schools:
1. May also wish to send copies of student records and maintain originals.
2. Must obtain the consent of a parent/guardian before sending information to either a government or non-government school. Use the consent statement on Part 1, completed at the time of enrolment.

Box 4
From the Principal: ................................................................. School
Re: ED ID (DETE schools only): ..............................................

Student Name: ................................................................. Date of Birth: ...... / ...... /

Date of last attendance at this school: ........ / ........ / .......

Is the student in receipt of any financial assistance other than School Card?
   e.g. Youth Allowance ................................................. Yes / No
   Isolated Children's Allowance ....................................... Yes / No
   Any other * .............................................................. Yes / No

( * If Yes, please state type of assistance .............................................................. )

Previous school completes Box 6 only.

Box 5 – for all transfers from government school to government school
1. Provide other information which would assist the provision of an educational program for this student. This information may include detail of attendance, special programs, support from other agencies, early intervention programs. Please attach as necessary.
2. Either the amount of $ ....................... is enclosed, being the transfer of fees.
   or school fees have already been refunded to parents/guardians. (Cross out one)
3. The student record folder is attached.
4. Attach any other information you wish to supply

Information supplied: ........ / ........ / ........ ................................................................. Principal

Box 6 – for all transfers from non-government school to government school

Provide other information which would assist the provision of an educational program for this student. This information may include detail of attendance, special programs, support from other agencies, early intervention programs. Please attach as necessary and obtain the permission of the custodial parent or guardian (see information above).

Information supplied: ........ / ........ / ........ ................................................................. Principal