



2017 ENROLMENT CHECKLIST

PARENT CHECKLIST:

1. ALL 4 FORMS ARE TO BE COMPLETED AND SIGNED. THESE INCLUDE:

- Application of Enrolment (Sections 1 to 7 and Declaration)
- SCC Health Information
- Dental Enrolment Form
- Contract of Enrolment

2. DOCUMENTATION TO ATTACH:

- Birth Certificate or Passport (both if on student visa / LPP) OR
- MOE Domestic Student Approval Letter AND
- Current proof of address (dated less than 1 month addressed to Caregiver1) AND
- Last school report

3. Where Applicable:

- NCEA Record of Learning (for Y11-13)
- 5 year Immunisation Certificate (for new entrants only)
- Guardian Living Declaration Form (if child is not residing with their legal guardian)

OFFICE USE ONLY:

- Background Check
- Documents completed
- Appointment confirmed with family
- Pre-enrolment complete: Admin initial _____

Year level: _____ **Proposed class:** _____

Interview Date:
Interview Time:
Interviewer:

Comments: _____

