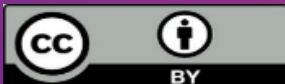




ACT
Government

Education

STUDENT MOVEMENT REGISTER PROCEDURE FOR INDEPENDENT SCHOOLS



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STUDENT MOVEMENT REGISTER PROCEDURE FOR INDEPENDENT SCHOOLS

This procedure must be read in conjunction with the Student Movement Register Policy.

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1. Overview

1.1. This procedure provides instructions for Independent Schools in the ACT to upload data to the Student Movement Register for student movement events in their schools, including enrolments and unenrolments. The Student Movement Register Procedure: Independent Schools relates to the *Student Movement Register Policy* (Policy number 00115).

2. Rationale

2.1. Following the instructions in this procedure will meet the principal's legal obligation to report a student movement event and comply with the procedures under the *Education Act 2004*.¹

2.2. Submission of movement event information must be done within 5 calendar days (or if the fifth calendar day is not a working day, the following working day).

2.3. This procedure is the independent schools component of the procedures that the Director-General must establish for schools to report student movements under section 10AB(1) of the *Education Act 2004*.

¹ *Education Act 2004*, sections 10AA(2) and 10AB(2).

3. Procedures - Instructions

3.1. All independent schools in the ACT are required to upload data or complete the web form on the Student Movement Register website within 5 calendar days of a student movement event.

3.2. If the fifth calendar day is not a working day, data can be submitted on the following working day.² For example, if the student is enrolled on a Tuesday the school can upload the data on the following Monday (if the information is not uploaded before the weekend). This is because the fifth calendar day is a Sunday (a non-work day) and the law allows it to be done on the next day that is a work day.

3.3. The Student Movement Register website can be accessed at:

<https://studentmovementregister.ed.act.edu.au/>.

3.4. Independent schools must login to the Student Movement Register website to submit the data or complete the webform. Each independent school has one login. Note, this is the same login from the old student transfer register.

3.5. If you have forgotten the login details for your school, then please send an email to ServiceDesk@act.gov.au attention Education ICT. Someone from the relevant team will contact you to arrange resetting the password for your school. You will need to inform other relevant people in your school.

3.6. The two key types of student movement events are enrolments and unenrolments.

3.7. The enrolment of a student for the purposes of the Student Movement Register occurs on the day when the student has been put on a class roll at the school and been marked as having attended that class or had an explained absence from that class.

3.8. The different types of unenrolment (called exit reasons) are listed in Appendix 2 – Student Exit Reasons on page 14 of this procedure. More detail is also provided in the Student Movement Register policy about each type of student movement event and when it occurs.

3.9. Non-government schools can provide the data using two different methods:

3.9.1. Completing a web form on the Student Movement Register website for each student movement; or

3.9.2. Through uploading an excel spreadsheet or a comma separated values (CSV) file;

Web form method

3.10. The web form is available on the Student Movement Register website when you select the “Upload Single Student to Movement Register” under the “Upload Student Data” tab at the top of the page.

3.11. A screenshot of the webform is provided on the next page so that you know what you are looking for. The webform will adjust the fields so that you can only submit valid information.

² *Legislation Act 2001*, section 151A.

Upload Single Student to Movement Register

Upload Student Data

Upload Data to Movement Register

Upload Single Student to Movement Register

Upload Single Student to Movement Register

This page allows you to upload the details of an individual student to the ACT Student Movement Register. Enter the student's details below and click the *Save Student Details to Movement Register* button to add the student to the movement register.

School: *
Blue Gum Community School ▼

Student ID: *

Access Alert:
No ▼

Surname: *

First Name: *

Gender:
☒ Male ☐ Female ☐ Indeterminate/Intersex/Unspecified

Birthdate: *
01/01/2011

Academic Year: *

Start Date: *
dd/mm/yyyy

Status:
Attender ▼

Previous School Location: *
Select a Previous School Location ▼

Parent/Carer Contact Information

Please enter the contact information for the parents or carers with legal parental responsibility for the student

Contact 1

First Name: *

Surname: *

Relationship: *

Phone Number: *

Alternative Phone Number:

Email: *

Address: *

Contact 2

First Name:

Surname:

Relationship:

Phone Number:

Alternative Phone Number:

Email:

Address:

Save Student Details to Movement Register

Spreadsheet (CSV File) method

3.12. For bulk uploads the Student Movement Register system expects a comma separated values (CSV) file of student details in a specific format. To facilitate this, a CSV student upload template is available for download from the Student Movement Register website. The data should be provided one row per student.

3.13. The student upload template defines the expected fields for the sheet. The following are the instructions for preparing your data and uploading it to the Student Movement Register.

3.14. Please note that you do not have to use the CSV student upload template to prepare the data for uploading to the Student Movement Register. For example, you may like to prepare a report from your school's student administration system to generate the export file in the correct file format and use this to upload into the Student Movement Register (refer to Appendix 1 below for details of the format of the file that is expected by the register).

Downloading the Student Upload Template

3.15. Click the *Download template* link found on the Student Movement Register website. You will be prompted to select a path to save the file to.

Preparing your data

3.16. Open the student upload template. It should open with Microsoft Excel. If it does not, then please open Microsoft Excel and then open the template manually from where you have saved it. Note it could be in the downloads folder on your computer.

3.17. Enter your data into the fields provided.

3.18. Enter as much information as possible under the fields provided. (NB - the below fields are **mandatory fields in the system** so you cannot leave these blank. Data can also be copied into the spreadsheet providing the fields are in the correct order).

- STUDENT_ID
- ACCESS_ALERT
- SURNAME
- FIRST_NAME
- GENDER
- BIRTHDATE
- ACADEMIC_YR
- START_DATE
- STATUS
- FIRST_PARENT_CARER_CONTACT_SURNAME
- FIRST_PARENT_CARER_CONTACT_FIRSTNAME
- FIRST_PARENT_CARER_CONTACT_RELATIONSHIP_TO_STUDENT
- FIRST_PARENT_CARER_CONTACT_PHONE
- FIRST_PARENT_CARER_CONTACT_EMAIL
- FIRST_PARENT_CARER_CONTACT_ADDRESS

3.19. Parent/carers contact details must be provided under the Education Regulation 2005.

3.20. If your student administration system has more than two contacts for the student, then please make sure that you provide the name and contact details of the **legal parents or carers of the student**.

- 3.21. It is important to ensure that students have the correct STUDENT ID recorded against them. You can check the Student ID through the Student Movement Register website.
- 3.22. Actively enrolled students should have a status of ATTD for attender (students with the attending status do not need to have the exit date and reasons fields completed).
- 3.23. Leavers should have a status of LEFT and an exit date and exit reason entered (the list of valid exit reasons can be found below in Appendix 2 of this document) as well as the destination (geographic) and name of the new school (if known).
- 3.24. **Where there are multiple possible exit reasons for the same circumstances** you must use one code that is relevant in the following order of preference:
- 3.24.1. Exclusion from Catholic System
 - 3.24.2. Expulsion from Non Gov School
 - 3.24.3. Contract terminated
 - 3.24.4. Unenrolled from the school
 - 3.24.5. Enrolled at another school or education provider
- 3.25. For example, where a non-government school has terminated the contract of a student at the school and the parent has enrolled the student at another school, then please use “contract terminated” as the exit reason for that student being entered on the register.
- 3.26. For the “Access Alert” field for non-government schools please put an ‘N’. This is currently only used by government schools to indicate whether there is a flag in their student administration system about the student such as a personal protection order or similar.
- 3.27. ***Once a student’s details have been uploaded to the register it is not necessary to upload their data again unless you have been asked by the School Attendance team to provide further information about where they are moving to, you receive new contact information or their attendance status changes at your school.***
- 3.28. Save the template file with the student details you have entered.

Uploading the File

- 3.29. Log onto the Student Movement Register web site and click the *Upload Student Data > Upload Data to Movement Register* link from the top menu.
- 3.30. Press the *Choose file* button to locate the comma delimited text file of student data you have created to be uploaded.

Select the comma delimited (CSV) text file you wish to upload: *

No file chosen

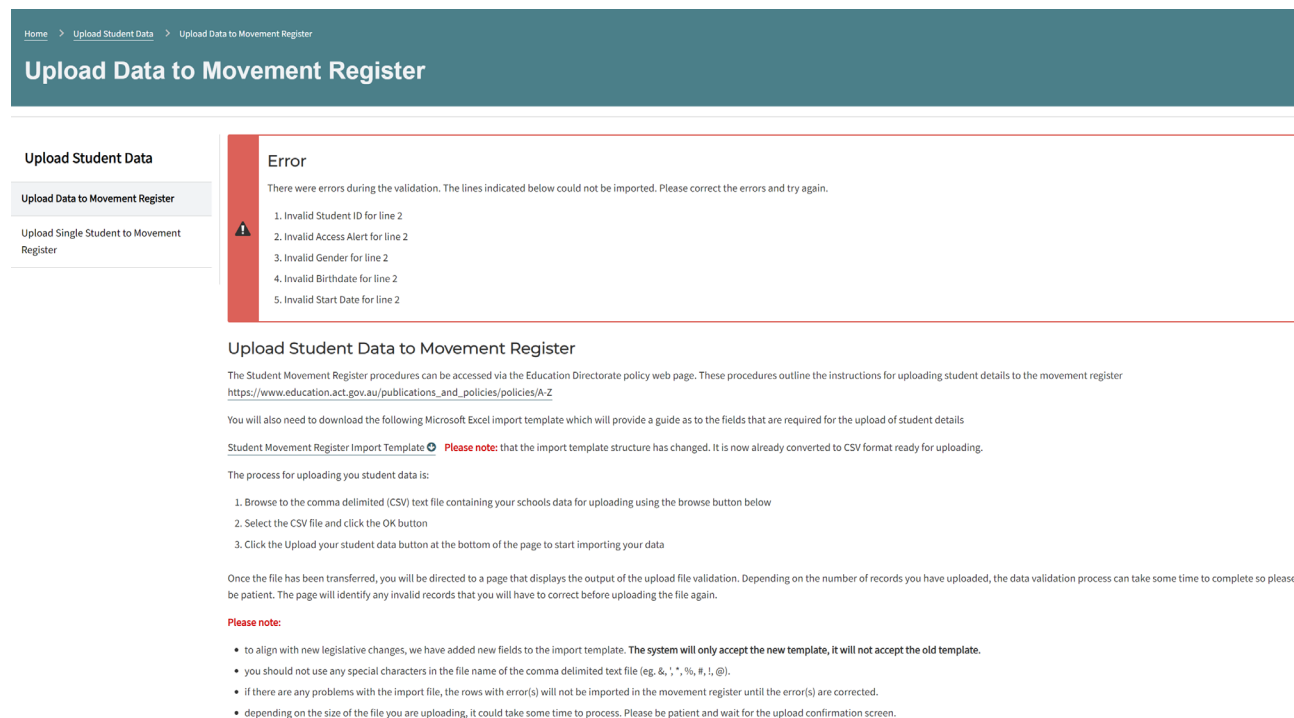
- 3.31. The *File contains field names* check box should be left checked as default unless you have created the comma delimited import file yourself without the aid of the Microsoft Excel template and the file does not contain field names in the first row.

☒ **File contains field names**

- 3.32. Click the *Upload your Student Data to the Movement Register* button to commence the upload process.

3.33. You will be directed to a data validation page. The page will generate a log of any problems that were encountered during the importing of the student data. An example of an unsuccessful import of the data appears below.

3.34. If there are any problems with the import file you will need to correct all the errors in the original file and upload the file again.



Home > Upload Student Data > Upload Data to Movement Register

Upload Data to Movement Register

Upload Student Data

Upload Data to Movement Register

Upload Single Student to Movement Register

Error

There were errors during the validation. The lines indicated below could not be imported. Please correct the errors and try again.

1. Invalid Student ID for line 2
2. Invalid Access Alert for line 2
3. Invalid Gender for line 2
4. Invalid Birthdate for line 2
5. Invalid Start Date for line 2

Upload Student Data to Movement Register

The Student Movement Register procedures can be accessed via the Education Directorate policy web page. These procedures outline the instructions for uploading student details to the movement register https://www.education.act.gov.au/publications_and_policies/policies/A-Z

You will also need to download the following Microsoft Excel import template which will provide a guide as to the fields that are required for the upload of student details

[Student Movement Register Import Template](#) **Please note:** that the import template structure has changed. It is now already converted to CSV format ready for uploading.

The process for uploading your student data is:

1. Browse to the comma delimited (CSV) text file containing your schools data for uploading using the browse button below
2. Select the CSV file and click the OK button
3. Click the Upload your student data button at the bottom of the page to start importing your data

Once the file has been transferred, you will be directed to a page that displays the output of the upload file validation. Depending on the number of records you have uploaded, the data validation process can take some time to complete so please be patient. The page will identify any invalid records that you will have to correct before uploading the file again.

Please note:

- to align with new legislative changes, we have added new fields to the import template. **The system will only accept the new template, it will not accept the old template.**
- you should not use any special characters in the file name of the comma delimited text file (eg. &, *, %, #, !, @).
- if there are any problems with the import file, the rows with error(s) will not be imported in the movement register until the error(s) are corrected.
- depending on the size of the file you are uploading, it could take some time to process. Please be patient and wait for the upload confirmation screen.

3.35. The validation summary provides a detailed explanation of the error that was encountered during the import. The summary above indicates all the errors encountered with the file. All of these errors must be corrected, and the file uploaded again.

4. Contact

4.1. For support with this procedure contact the Education Directorate Attendance Team via email attendanceteam@act.gov.au.

5. Feedback

5.1. Any feedback about this procedure should be raised with the procedure owner. Refer to Contact information above.

6. References

6.1. Definitions

- **ACT Public School** means an ACT Government public school established under section 20 of the *Education Act 2004*.
- **Catholic Systemic School** means a school who has the proprietor as the Trustees of the Roman Catholic Church for the Archdiocese of Canberra and Goulburn registered as a Non-Government School in the ACT under Part 4.3 of the *Education Act 2004*.
- **Contact details** include the person's home address, postal address (if different from the home address), email address and telephone number.³

³ *Education Act 2004*, section 3: The dictionary at the end of the Act is part of the Act.

- **Enrolled** means the child appears on the class roll, and the child has attended the class or been marked absent for an explained reason. Note this occurs after the parent or carer has applied for and accepted the offer of a place in a school.
- **Excluded** means the decision to exclude has taken effect under Chapter 2A of the *Education Act 2004*. Exclusion is the decision by the Director-General or the Director of Catholic Education to exclude a student from enrolling at any school in their system of schools. It occurs on the day the decision takes effect to exclude a student as written in the exclusion notice.
- **Expelled** means the decision has taken effect to expel a student under Chapter 2A of the *Education Act 2004*. A student can only be expelled from a Non-Government School. The decision is made by the director of Catholic Education or the principal of an independent school to expel a student from that school because the student has engaged in unsafe or noncompliant behaviour and the school has exhausted all reasonable alternatives to expelling the student. Expulsion occurs on the day the decision takes effect as written in the expulsion notice.⁴
- **Five days** means five (5) calendar days. The *Legislation Act 2001* allows an action to be done on the following working day, if otherwise it would be required to be done on a non-working day. The ACT Public School student administration system automatically syncs daily with the Student Movement Register.
- **Independent School** means a school that is registered in the ACT under part 4.3 of the *Education Act 2004*. Independent schools are not an ACT Public School or a Catholic Systemic School.
- **Non-Government School** means a school in the ACT that is not a ACT Public School. They are registered under part 4.3 of the *Education Act 2004*. This includes Catholic Systemic Schools and Independent Schools.
- **Parent** for the purpose of this policy, associated procedures and the Act, a 'parent' includes a carer and means a person having parental responsibility for the child under the *Children and Young People Act 2008 (ACT)*.⁵
- **Registered for home education** means registered for home education under section 131 of the *Education Act 2004* or corresponding law in another jurisdiction.
- **Registration for home education ends** means that the period in the certificate of registration for home education has ended or a cancellation of registration for home education has taken effect under section 135(6) of the *Education Act 2004*.
- **Terminate** the enrolment contract means that a non-government school has given notice to terminate the enrolment contract for a student and the termination has taken effect.
- **Transfer** means the compulsory transfer between ACT Public Schools because of a decision of the Director-General under chapter 2A of the *Education Act 2004*. These transfers occur because the student has engaged in unsafe or noncompliant behaviour and the school has exhausted all reasonable alternatives to transferring the student. Note

⁴ *Education Act 2004 (ACT)*, s17V(a)(ii).

⁵ *Education Act 2004*, section 6: a **parent** includes a carer; a parent is a person having parental responsibility for the child under the *Children and Young People Act 2008*, division 1.3.2. (3); and a carer is a person who is an out-of-home carer under the *Children and Young People Act 2008*, section 508 (Who is an out of home carer?).

that movements between schools also occur voluntarily and those movements are registered in the Student Movement Register as a student unenrolling in one school and/or enrolling in another school.

- ***Unenrolled*** means the school has departed the student from their student administration system because the parent or carer has specified in a form to unenroll their child from the school. Note this lawfully occurs on the later of the first school day after the parent or carer has submitted the form or the date specified by the parent or carer in the form.

6.2. Related Policies and Documents

- 00115 Student Movement Register Policy

Appendix 1 – Student Data Import Format

The following is the specification for the comma separated values (CSV) file that the Student Movement Register is expecting during an upload. A template CSV file is available to download from the Student Movement Register website.

You may generate this file from any text editor or software application that can produce CSV files. It might also be possible to generate this file from a report or extract from your student administration system.

Please note that **all fields need to be present in the file** whether they have data in them or not. Where fields are left blank then you can leave them blank as long as there is still a comma separator (i.e. the Student Movement Register is expecting 30 fields to come across).

File Structure

Field Name	Type	Size	Description	Mandatory
STUDENT_ID	Number	7	The student's unique 7 digit identification number.	Y
ACCESS_ALERT	Text	1	For Non-Government Schools –Please put an 'N' in this field as it is not currently used when following up non-government school students. For government schools this field indicates whether there is a flag in the student administration system about the student such as a protection order. The valid values for this field are Y or N.	Y
SURNAME	Text	30	The student's legal surname.	Y
FIRST_NAME	Text	20	The student's legal first or given name.	Y
GENDER	Text	1	The student's gender. The valid values for this field are F, M or X.	Y

Field Name	Type	Size	Description	Mandatory
BIRTHDATE	Date/Time	11	The date of birth of the student. This date should be provided in the format dd-mmm-yyyy (eg 01-Jan-2003) NB – the month needs to be displayed in this format to avoid problems with the interpretation of dates.	Y
ACADEM_YR	Text	3	The student's academic year.	Y
START_DATE	Date/Time	11	The date of student enrolment. This date should be provided in the format dd-mmm-yyyy (eg 01-Jan-2003) NB – the month needs to be displayed in this format to avoid problems with the interpretation of dates.	Y
STATUS	Text	4	The student's enrolment status at the school. The valid values for this field are ATTD for actively attending students and LEFT for students that have left the school.	Y
EXIT_DATE	Date/Time	11	The final date a student's enrolment at the school. This date should be provided in the format dd-mmm-yyyy (eg 01-Jan-2003) NB – the month needs to be displayed in this format to avoid problems with the interpretation of dates.	Y when the student status is LEFT.

Field Name	Type	Size	Description	Mandatory
EXIT_REASON	Text	100	The reason that the student left the school. Leave blank if the student is actively enrolled in the school. The reason codes are set out in Appendix 2 and Appendix 3 of this document.	Y when an exit date is specified.
DESTINATION	Text	40	The geographic location that the student is moving to. The valid options for destination are set out in Appendix 3 of this document. They must match a valid exit reason.	Y for some Exit Reasons.
NAME_NEW_SCHOOL	Text	60	The name of the school the student is expected to attend once they have left the school that is reporting.	Y when specific Exit Reasons are specified.
PREVIOUS_SCHOOL_LOCATION	Text	40	The location and type of schooling the student attended previously. The valid options are set out in Appendix 4 of this document.	Y when status is ATTD (enrolers)
NAME_OF_PREVIOUS_SCHOOL	Text	60	The name of the school the student attended previously. See Appendix 4 for further details.	N
SCHOOL_CODE	Text	4	The 4 digit school code for the reporting school. For Independent Schools this can be left blank. The register will automatically use the default school code associated with your login.	N
FIRST_PARENT_CARER_CONTACT_SURNAME	Text	30	The <u>surname</u> of the legal parent or carer of the student.	Y
FIRST_PARENT_CARER_CONTACT_FIRSTNAME	Text	20	The <u>first name</u> of the legal parent or carer of the student	Y

Field Name	Type	Size	Description	Mandatory
FIRST_PARENT_CARER_CONTACT_RELATIONSHIP_TO_STUDENT	Text	15	The relationship of the parent or carer to the student. Eg Father, Mother, Parent, Guardian.	Y
FIRST_PARENT_CARER_CONTACT_PHONE	Number	15	The current phone number of the student's parent or carer.	Y
FIRST_PARENT_CARER_CONTACT_ALTERNATIVE_PHONE	Number	15	The alternative phone number of the student's parent or carer.	N
FIRST_PARENT_CARER_CONTACT_EMAIL	Text	255	The current email address of the student's parent or carer. Must contain an '@' symbol.	Y
FIRST_PARENT_CARER_CONTACT_ADDRESS	Text	255	The address of the student's parent/carers. Please make sure this is the current address if the parent has moved.	Y
SECOND_PARENT_CARER_CONTACT_SURNAME	Text	30	The surname of the student's second legal parent or carer.	N
SECOND_PARENT_CARER_CONTACT_FIRSTNAME	Text	20	The first name of the student's second legal parent or carer.	N
SECOND_PARENT_CARER_CONTACT_RELATIONSHIP_TO_STUDENT	Text	15	The relationship of the second parent carer to the student. Eg Father, Mother, Parent, Guardian.	N
SECOND_PARENT_CARER_CONTACT_PHONE	Number	15	The phone number of the student's second parent or carer.	N
SECOND_PARENT_CARER_CONTACT_ALTERNATIVE_PHONE	Number	15	The alternative phone number of the student's second parent or carer.	N
SECOND_PARENT_CARER_CONTACT_EMAIL	Text	255	The email address of the student's second parent or carer.	N
SECOND_PARENT_CARER_CONTACT_ADDRESS	Text	255	The address of the student's second parent or carer.	N

Appendix 2 – Student Exit Reasons

The following is a list of the valid exit reasons. They are listed in the order of how commonly they occur. Make sure that you select the correct reason based on the meaning provided. Copy and paste into CSV file if using that method. The Destination and Name New School values that go with these exit reasons are available in Appendix 3.

Exit Reasons	Meaning
Unenrolled from the school	The <u>parent or carer</u> has signed a form that they are unenrolling their student from the school. This should be entered on the day that the parent or carer specifies in the form or the first school day after the school receives the form, whichever is later. This would include where the student is no longer of compulsory school age and are leaving the education system. This would also include where the student has a <u>fulltime</u> exemption certificate (under sections 12A(3)(a) of the Education Act) or an approval statement (under section 13D of the Education Act).
Enrolled at another school or education provider	The school has received confirmation from another school or education provider that the student has been enrolled there by a legal parent or guardian. This would include students enrolled with CIT.
Registered for home education	The student has been registered for home education.
Contract terminated	The non government school has terminated the enrolment contract for the student. For example, this may be where the parents have stopped paying fees. This is initiated by the school.
Expulsion from Non Gov School	The student has been expelled from a Catholic system school or an independent school under section 17U of the Act. This expulsion is for unsafe or noncompliant behaviour and the school has exhausted all reasonable alternatives to expelling the student (among other legal requirements). This is initiated by the school.
Exclusion from Catholic System	The student has been excluded from the Catholic system of schools by the director of Catholic education under section 17ZF of the Act. This is exclusion for unsafe or noncompliant behaviour and the school has exhausted all reasonable alternatives to excluding the student (among other legal requirements). This is initiated by the school and the Director, Catholic Education.
Deceased	The school has been informed that the student enrolled at the school has died.

The first three exit reasons above are initiated by the parent or carer. The second three are initiated by the school or system of schools.

As mentioned above in the body of the procedure **where there are multiple possible exit reasons for the same circumstances of a student** you must use one code that is relevant in the following order of preference:

1. Exclusion from Catholic System
2. Expulsion from Non Gov School
3. Contract terminated
4. Unenrolled from the school
5. Enrolled at another school or education provider (if old school has been notified by the new school)

Appendix 3 – Exit reasons, Destination and Name of New School

Exit Reason	Destination (location)	Name_New_School
Enrolled at another school or education provider	ACT Government School	<i>Name of ACT Government school (copy from list below in Appendix 5)</i>
	ACT non-Government School	<i>Name of ACT non-Government school (copy from list below in Appendix 6)</i>
	New South Wales	<i>Name of school or other education provider</i>
	Victoria	<i>Name of school or other education provider</i>
	Queensland	<i>Name of school or other education provider</i>
	South Australia	<i>Name of school or other education provider</i>
	Northern Territory	<i>Name of school or other education provider</i>
	Western Australia	<i>Name of school or other education provider</i>
	Tasmania	<i>Name of school or other education provider</i>
	Overseas	<i>Destination country and name of school or other education provider if known</i>
	ACT other education provider	<i>Name of alternative education provider e.g., CIT/TAFE/VET</i>
Unenrolled from the school	ACT Government School	<i>Name of ACT Government school</i>
	ACT non-Government School	<i>Name of ACT non-Government school</i>
	New South Wales	<i>Name of school or other education provider</i>
	Victoria	<i>Name of school or other education provider</i>
	Queensland	<i>Name of school or other education provider</i>
	South Australia	<i>Name of school or other education provider</i>
	Northern Territory	<i>Name of school or other education provider</i>
	Western Australia	<i>Name of school or other education provider</i>
	Tasmania	<i>Name of school or other education provider</i>
	Overseas	<i>Destination country and name of school if known</i>
	ACT other education provider	<i>Name of alternative education provider e.g., CIT/TAFE/VET</i>
	Approval statement	<i>Leave blank</i>
	Fulltime Exemption certificate	<i>Leave blank</i>
	Non-compulsory preschool student	<i>Leave blank</i>
	Non-compulsory age 17+	<i>Description of student destination e.g., Full time employment/already certified</i>
	Distance education	<i>Name of distance education provider</i>
	Unknown	<i>Leave blank</i>
Registered for home education	Australian Capital Territory	<i>Leave blank</i>
	New South Wales	<i>Leave blank</i>
	Victoria	<i>Leave blank</i>
	Queensland	<i>Leave blank</i>
	South Australia	<i>Leave blank</i>
	Northern Territory	<i>Leave blank</i>
	Western Australia	<i>Leave blank</i>
	Tasmania	<i>Leave blank</i>
	Overseas	<i>Destination country and state if known</i>
Contract terminated	ACT Government school	<i>Name of school or other education provider</i>
	ACT non-Government school	<i>Name of school or other education provider</i>
	New South Wales	<i>Name of school or other education provider</i>
	Victoria	<i>Name of school or other education provider</i>
	Queensland	<i>Name of school or other education provider</i>

	South Australia	<i>Name of school or other education provider</i>
	Northern Territory	<i>Name of school or other education provider</i>
	Western Australia	<i>Name of school or other education provider</i>
	Tasmania	<i>Name of school or other education provider</i>
	Overseas	<i>Destination country if known</i>
	Unknown	<i>Leave blank</i>
Expulsion from non-Government school	ACT Government school	<i>Name of school or other education provider</i>
	ACT non-Government school	<i>Name of school or other education provider</i>
	New South Wales	<i>Name of school or other education provider</i>
	Victoria	<i>Name of school or other education provider</i>
	Queensland	<i>Name of school or other education provider</i>
	South Australia	<i>Name of school or other education provider</i>
	Northern Territory	<i>Name of school or other education provider</i>
	Western Australia	<i>Name of school or other education provider</i>
	Tasmania	<i>Name of school or other education provider</i>
	Overseas	<i>Destination country if known</i>
	Unknown	<i>Leave blank</i>
Exclusion from Catholic System	ACT Government school	<i>Name of school or other education provider</i>
	ACT non-Government school	<i>Name of school or other education provider</i>
	New South Wales	<i>Name of school or other education provider</i>
	Victoria	<i>Name of school or other education provider</i>
	Queensland	<i>Name of school or other education provider</i>
	South Australia	<i>Name of school or other education provider</i>
	Northern Territory	<i>Name of school or other education provider</i>
	Western Australia	<i>Name of school or other education provider</i>
	Tasmania	<i>Name of school or other education provider</i>
	Overseas	<i>Destination country if known</i>
	Unknown	<i>Leave blank</i>
Deceased	<i>Leave blank</i>	<i>Leave blank</i>

Appendix 4 – Valid Student Previous School Selections

The following is a list of accepted previous school selections for a student with status of attender.

Previous_School_Location	Previous School Description
ACT Government school	<i>Name of ACT Government school (copy from list below in Appendix 5)</i>
ACT non-Government school	<i>Name of ACT non-Government school (copy from list below in Appendix 6)</i>
Interstate	<i>Name of school or other education provider and state or territory</i>
Other	<i>Name of school or other education provider</i>
Overseas	<i>Destination country if known</i>
Home education	<i>State/Territory/Country where registered</i>
Unknown	<i>Leave blank. Unknown should also be used where there was no previous school</i>
No previous school	<i>The student has never been enrolled in a school.</i>

Appendix 5 – ACT Government School Names

Please copy the exact name from this alphabetical list of ACT Public Schools.

Ainslie School	Kaleen Primary School
Alfred Deakin High School	Kingsford Smith School
Amaroo School	Lake Tuggeranong College
Aranda Primary School	Lanyon High School
Arawang Primary School	Latham Primary School
Belconnen High School	Lyneham High School
Black Mountain School	Lyneham Primary School
Bonython Primary School	Lyons Early Childhood School
Calwell High School	Macgregor Primary School
Calwell Primary School	Macquarie Primary School
Campbell High School	Majura Primary School
Campbell Primary School	Malkara School
Canberra College	Margaret Hendry School
Canberra High School	Maribyrnong Primary School
Canberra Institute of Technology	Mawson Primary School
Caroline Chisholm School	Melba Copland Secondary School
Chapman Primary School	Melrose High School
Charles Conder Primary School	Miles Franklin Primary School
Charles Weston School	Monash Primary School
Charnwood-Dunlop School	Mount Rogers Primary School
Cranleigh School	Mount Stromlo High School
Curtin Primary School	Namadgi School
Dickson College	Narrabundah College
Duffy Primary School	Narrabundah Early Childhood School
Erindale College	Neville Bonner Primary School
Evatt Primary School	Ngunnawal Primary School
Evelyn Scott School	North Ainslie Primary School
Fadden Primary School	O'Connor Cooperative School
Farrer Primary School	Palmerston District Primary School
Florey Primary School	Red Hill Primary School
Forrest Primary School	Richardson Primary School
Franklin School	Southern Cross Early Childhood School
Fraser Primary School	Taylor Primary School
Garran Primary School	Telopea Park School
Gilmore Primary School	The Woden School
Giralang Primary School	Theodore Primary School
Gold Creek School	Throsby School
Gordon Primary School	Torrens Primary School
Gowrie Primary School	Turner School
Gungahlin College	UC High School Kaleen
Harrison School	UC Senior Secondary College Lake Ginninderra
Hawker College	Wanniassa Hills Primary School
Hawker Primary School	Wanniassa School
Hughes Primary School	Weetangera Primary School
Isabella Plains Early Childhood School	Yarralumla Primary School
Jervis Bay School	

Appendix 6 – ACT Non-Gov School Names

Please copy the exact name from this list of non-government schools in the ACT.

Blue Gum Community School	St Thomas the Apostle Primary School
Brindabella Christian College	St Vincent's Primary School
Burgmann Anglican School	Sts Peter and Paul Primary School
Canberra Christian School	Taqwa School
Canberra Girls Grammar School	Trinity Christian School
Canberra Grammar School	St Thomas the Apostle Primary School
Canberra Montessori School	St Vincent's Primary School
Communities@Work Galilee School	Sts Peter and Paul Primary School
Covenant Christian School	Taqwa School
Daramalan College	Trinity Christian School
Emmaus Christian School	
Good Shepherd Primary School	
Holy Family Primary School	
Holy Spirit Primary School	
Holy Trinity Primary School	
Islamic School Of Canberra	
Marist College Canberra	
Merici College	
Mother Teresa School	
Orana Steiner School	
Radford College	
Rosary Primary School	
Sacred Heart Primary School	
St Anthony's Parish Primary School	
St Bede's Primary School	
St Benedict's Primary School	
St Clare of Assisi Primary School	
St Clare's College	
St Edmund's College	
St Francis of Assisi Primary School	
St Francis Xavier College	
St John Paul II College	
St John the Apostle Primary School	
St John Vianney's Primary School	
St Joseph's Primary School	
St Jude's Primary School	
St Mary MacKillop College	
St Matthew's Primary School	
St Michael's Primary School	
St Monica's Primary School	
St Thomas Aquinas Primary School	
St Thomas More's Primary School	