

# 2017 School Referral Form

This form is to be completed by the student's most recent school in order to determine a student's eligibility for enrolment with the Distance Education Centre Victoria (DECV).

## Section A: Information to determine a student's eligibility and support their enrolment

### School Details:

School Name:		Principal:
Region:	Phone:	Email:

### Student Details:

Name:		Date of Birth:
Gender:	Phone:	Year Level in 2017:
Parent/Carer names:		Length of enrolment at your school:
Please indicate the student's previous school/s if less than one year:		

### Reason for referral to the DECV:

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Please attach the following documents to this referral (please tick)

- The student's most recent school report  
  Individual Learning Plan (if relevant)  
  NAPLAN Report (if available)

### Evidence of the implementation of a Staged Response and the student's inability to attend a mainstream school

<b>Stage 1</b> Early identification and intervention	When did you last see this student?	
	Provide details of the student's past school history and their social/emotional development	
	How regularly has the student been attending classes?	
<b>Stage 2</b> Intervention strategies	How has the student's learning program been modified?	
	What consultation has occurred with Student Support Service Officers?	
	What agency or community service referrals have been made? (Please specify outcome of referrals)	
	Has a Student Support Group (SSG) been established? Please specify outcomes.	

### School transition information

What sort of connection will be maintained with the referred student?	
What steps are planned to support the student to return to mainstream school or another appropriate pathway?	
What time frame do you believe will be required to enable this?	<input type="checkbox"/> By mid-2017 <input type="checkbox"/> By the end of 2017 or beyond

### School contact to liaise with the DECV regarding student progress and possible reintegration to mainstream school

Name:	Role:
Phone	Email:

### Section B: Information about a prospective Supervisor of a DECV student

Students enrolled at the Distance Education Centre Victoria require supervision by a parent or carer. Supervisors are required to perform a range of duties including:

- Facilitating communication between the student and their teachers
- Comprehending and engaging with material provided by DECV both in a written and verbal format
- Ensuring that the student has access to a telephone, computer and suitable work area
- Supporting students to engage and participate in their learning program and the wider school community
- Ensuring their child submits work in accordance with the prescribed or negotiated submission timetable

What supports are in place or need to be arranged to assist the parent/carer in their role as supervisor?	
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### Section C: Endorsement of the enrolment

(Please Tick)

I recommend a **full enrolment** with DECV.

 Yes or No 

I recommend a **shared enrolment** with DECV and an appropriate mainstream school.

If so, what time fraction at the DECV? \_\_\_\_\_

 Yes or No 

I am prepared to be contacted to provide further information and for the purpose of supporting the student's progress.

 Yes or No 

I have obtained the consent of the parent/carer or independent student to provide this information to Department of Education and Training and the DECV.

 Yes or No 

I accept that after two terms or six months the referred student's progress will be evaluated for the continued suitability in the DECV program. If after this time the student has been continually unable to engage in their individual learning program, the student will be referred back to their original home school.

Principal's signature:  _____	Date (dd/mm/yyyy) [ ][ ] / [ ][ ] / [ ][ ][ ][ ]
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Once completed this form can be returned to the student or sent directly to the DECV via post, fax, or email.

Post: 315 Clarendon St, Thornbury, VIC, 3071

Fax: (03) 9416 8487

Email: enrol@distance.vic.edu.au

All information obtained in this form is dealt with in accordance with the DECV's privacy policy and the Department of Education and Training policies and procedures regarding privacy and record keeping. Queries can be addressed to the DECV Enrolments Office on (03) 8480 0000.