



## Student Transfer Advice Form

This form should be used for all student transfers in and between government and non-government schools in South Australia. Section 14 of the *Education and Children's Act 2019* allows schools to share information about a child to enable schools to perform official functions and duties connected with the education, health, safety, welfare, and wellbeing of the child.

To the principal of:

Student name:  Date of birth:

The named student listed above is transferring to the following school:

School name:

Date of commencement:  School ID number (if available):

School address:

Phone number:

Email address:

Education sector:  Catholic  Government  Independent

### Requested information in relation to specified student:

Complete student record (ie official complete history of a student, including all categories listed below)

**OR** records or other information relating to:

Academic records (specify type and length of time):

Alternative program participation (eg flexible learning options, work experience)

Attendance (eg plans, records of absences, concerns)  Legal (eg court orders, intervention orders)

Behaviour (eg concerns, records of incidents and consequences, behaviour support plans)  Medical (eg care plans, support agreements)

Enrolment / transfer (eg previous enrolment, admission, or transfer advice)  Personalised learning plans / One plan

Financial assistance (eg school card)  Student exemptions documentation

Student support and wellbeing (eg identified needs and issues, support services referrals, external agencies information, programs and reports)

Other information:

Request meeting to discuss:  Yes  No Delivery option:  Electronic (preferred)  Hardcopy

Principal signature:  Date:

I understand the principal will obtain the above information from my child's previous school, including information in relation to my child's educational progress, safety or wellbeing, and this information will be used by the school to make the necessary teaching and learning adjustments for my child. This information will be secure, private, and confidential.

Parent signature:  Date:

## Student Transfer Advice Form – Fact Sheet (For school use only)

This student transfer advice form provides the exchange of information between schools, in relation to a specified student.

Government schools must transfer original student records to another government school. There should be only one student record folder per student. **Only copies** of original student records can be provided to and from non-government schools.

Parent consent is not required to transfer information between schools; however it is best practice to inform parents that information will be exchanged before sharing information or sending copies of student records.

### **Important:**

Principals should ensure they provide any information to the new school to address the safety and wellbeing of the student or of other students at the school. This includes where the student may pose a risk to other children due to their concerning or harmful sexual behaviour or may have educational or support needs due to their experiences of child abuse, neglect, or trauma. Note: principals must make sure to redact any personal information specifically related to third parties and other children in the information (for example names and dates of birth) before sharing with the new school.

### **Process for changing schools**

1. Once enrolment has been offered and accepted by the family, the new school can send the student transfer advice form to the student's current school. This can occur at the same time as the new school is finalising the enrolment information with the student or parents. It is recommended this does not occur more than a term before the student starting at the school.
2. The previous or current school principal should acknowledge to the new school principal, they have received the student transfer advice form.
3. Once the student has commenced at their new school, the principal should send confirmation to the student's current school within 5 school days.
4. The student's previous or current school will then transfer the student information as requested.
  - i. If the student does not commence at their new school, or confirmation is not received from the new school within 5 days from the agreed commencement date, the student's current school must follow up with the family and/or appropriate services.
  - ii. For government schools the student must remain enrolled at their current school until they have received confirmation that the student has commenced at their new school.
5. Principals of the new school should allow 10 school days for the transfer of student information after sending confirmation to the current school of the student's commencement. Principals can negotiate for additional time to prepare information if required.