

Form 1 - Student Transfer Note

Education (General Provisions) Act 2006 Chapter 14

Approved Form Version 1.3

STUDENT TRANSFER NOTE

This document is to provide information and assist a principal with ensuring the continuity of the student's educational program and meet duty of care obligations in relation to the student and school community.

Privacy Notice

The Department of Education and Training is collecting this information in accordance with *Chapter 14 of the Education (General Provisions) Act 2006* in order to create a consistent student transfer system for movement between any schools within Queensland. In accordance with s.426 of the *Education (General Provisions) Act 2006*, this information will only be accessed by authorised school and departmental employees and should not be given to any other person or agency unless permitted or required by law.

Student Identifying Information

Student name:

Date of birth:

Sex: Female Male

Student numbers: LUI - Learner Unique Identifier (applicable to secondary students only):
AIMS ID - Adjustment Information Management System ID:

Custody or Guardianship Orders

Are there any of the following legal, care and protection matters:

- Formal legal arrangements in place where parents are separated (such as parenting agreements, Family Court Orders): Yes No
- Children and young people in out-of-home care: Yes No

Medical Details

Is the school aware if the child has any medical conditions? Yes No

Does the child have a current Action Plan/s (e.g. for anaphylaxis or asthma)? Yes No If **Yes**, attach copy.

Please note: Action Plans are standardised proformas completed by a medical practitioner. Schools follow the directions described in the Action Plan as required.

Does the child have a current health plan/s (e.g. individual or emergency)? Yes No If **Yes**, attach copy.

Please Note: Individual Health Plans (IHPs) and Emergency Health Plans (EHPs) have been designed for a specific setting and implemented by staff who have received specialised health training. As such, they cannot be implemented in a new setting without revision to suit the new school context.

School Details

Name of School:

School Street Address:

Contact Person: Principal

Phone:

Level of Schooling

Year Level: Semester:

For state school students:

State Education entitlement as at date:

Basic Semester Allocation¹: 24 or 26

Semesters Completed:

Remaining Semester Allocation:

¹ Students who commenced schooling prior to 2007 (i.e. before the introduction of Prep in Queensland) are entitled to a basic allocation of 24 semesters. Students who commenced schooling after 2007 (i.e. after the introduction of Prep in Queensland) are entitled to a basic allocation of 26 semesters.

Has there been an application for additional semesters? Yes No If **Yes**, attach completed application form and decision notice.

For non-state school students:

If student is transferring from a non-state school, the number of semesters completed at this school: _____

School Attendance

During the previous school term the student has been absent ____ day/s without reasonable explanation.

Date of last attendance at this school:

Educational Performance

Student performance data:

Year 3 NAPLAN Test:	Yes	No	N/A
Year 5 NAPLAN Test:	Yes	No	N/A
Year 7 NAPLAN Test:	Yes	No	N/A
Year 9 NAPLAN Test:	Yes	No	N/A

Latest report card available? Yes No If **Yes**, attach copy.

For secondary students only, any other qualifications? Yes No If **Yes**, attach copy.

Education Adjustment Program (EAP) Documents

Relevant EAP consent form has been signed by the parent for the above mentioned school? Yes No N/A

If **Yes**, attach copy.

EAP Verification Forms Yes No N/A

Adjustment Information Management System (AIMS) Student Details Report Yes No N/A

Educational Support

Any current Individual Support Plans? If **Yes**, attach copy:

Individual Curriculum Plan:	Yes	No
Senior Education and Training (SET) Plan (or equivalent):	Yes	No
Other (e.g. mental health plan, education support plan, including support provisions):	Yes	No

Behavioural Issues

Has the student been prevented from attending school in the last 12 months as a consequence of the following serious behaviour issues? If **Yes**, advise the number of incidents in the space provided () and attach any relevant disciplinary decision letters (e.g. suspension and exclusion notices).

Verbal or Non-verbal Misconduct involving Adults:	Yes	No	()
Verbal or Non-verbal Misconduct involving Students:	Yes	No	()
Physical Misconduct involving Adults not involving an object:	Yes	No	()
Physical Misconduct involving Adults involving an object:	Yes	No	()
Physical Misconduct involving Students not involving an object:	Yes	No	()
Physical Misconduct involving Students involving an object:	Yes	No	()
Substance Misconduct involving illicit substance:	Yes	No	()
Presenting an unacceptable risk to students and/or staff:	Yes	No	()
Other behaviour of a serious nature:	Yes	No	()

Did the student have an Individual Behaviour Plan in the last 12 months? Yes No If **Yes**, attach copy.

Date of issue of Student Transfer Note: _____