

# Assessing School Enrolment Notification

*Assessing Schools (VCE units only) may enrol students on the Victorian Assessment Software System (VASS) if they are not the student's home school, provided they know the student's home school code and Student Number. Alternatively, assessing schools may use this form to request the student's home school to make the enrolment by either posting or faxing this form to the relevant home school. Once the enrolment is complete, the school that has not made the enrolment will automatically receive an email from VASS notifying them of the enrolment.*

**Please print clearly and in CAPITAL LETTERS.**

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Attention: VCE/VCAL COORDINATOR/VASS ADMINISTRATOR**

At \_\_\_\_\_

VCAA Home school code

Home school name \_\_\_\_\_

Your student \_\_\_\_\_ (Family name)      VCAA Student Number

\_\_\_\_\_ (First name)

\_\_\_\_\_ (Second name)

Will be assessed in the following units

VCE unit code	VCE unit name	Semester

To be assessed at this school \_\_\_\_\_ (Assessing school name)

VCAA Assessing school code

Please ensure that he/she is currently enrolled with the VCAA by entering the details above on VASS.

Yours sincerely

Name \_\_\_\_\_ (Please print)

Signed \_\_\_\_\_ Telephone \_\_\_\_\_  
(VCE coordinator) (Business hours)

Email address \_\_\_\_\_