

# Assessing School Enrolment Notification

## PRIVACY STATEMENT

This form is provided to schools by the VCAA for school use only. As this form collects personal information, schools are expected to insert a Collection Notice to comply with their obligations under the Privacy and Data Protection Act 2014 (Vic) or the Privacy Act 1988 (Cth) (if applicable). Personal information should be stored securely and handled in accordance with applicable legal requirements and the school's privacy policy. Schools are advised to consult their legal advisor or privacy officer for further advice

An assessing school can enrol a student in VCE or VCE VM unit(s) on VASS if they have access to the correct VCAA school code for the home school and VCAA Student Number. Alternatively, an assessing school can complete this enrolment notification form and then forward it by email, fax or post to the relevant home school for processing. Once the home school has processed the enrolment, a confirmation email will automatically be sent from VASS to the assessing school.

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

**Attention: VCE COORDINATOR/VASS ADMINISTRATOR**

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

VCAA Home school code

Home school VCE or VCE VM unit(s) enrolment request.

VCAA Student Number

Student date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student surname \_\_\_\_\_

Student first name \_\_\_\_\_

This student will be assessed in the following VCE or VCE VM unit(s):

VCE or VCE VM unit code	VCE or VCE VM unit name	Semester
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Assessing school name: \_\_\_\_\_

VCAA assessing school code

Please process this enrolment request on VASS ensuring that the correct assessing school code is entered for each VCE or VCE VM unit(s).

**Contact name** \_\_\_\_\_ **Position** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_