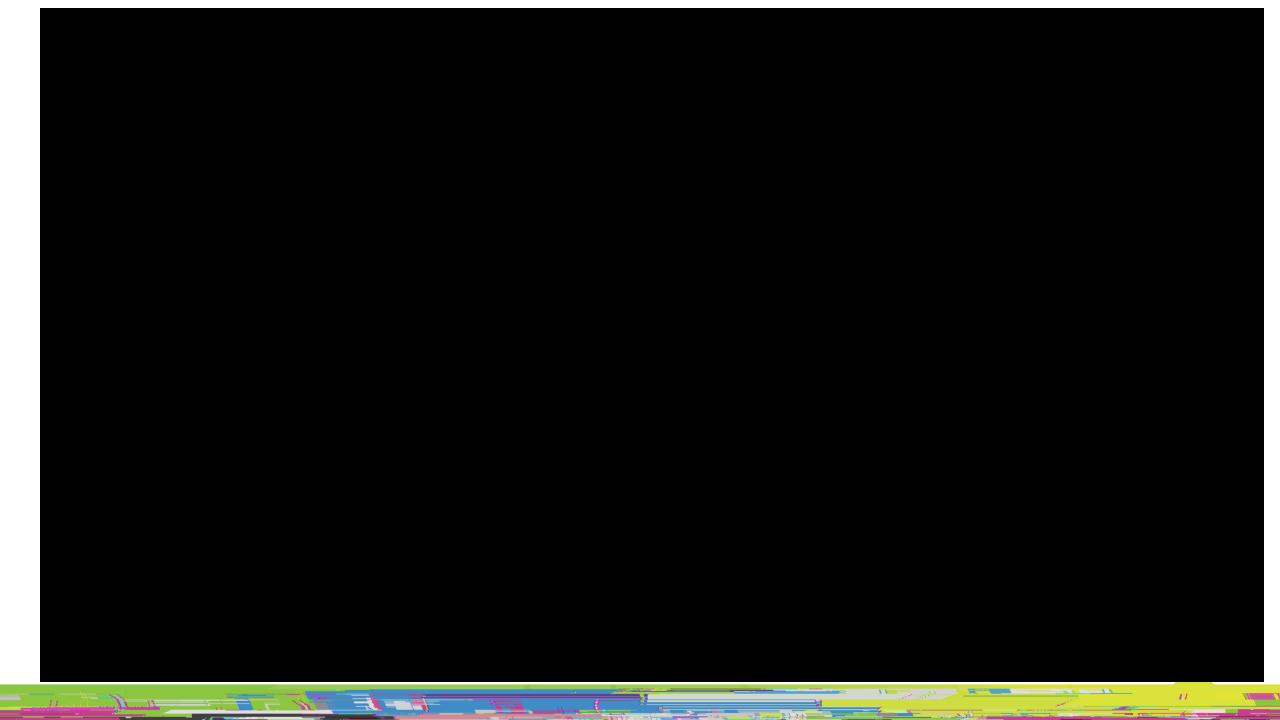
# Compass Enrolment Module PARENT AND CARER GUIDE

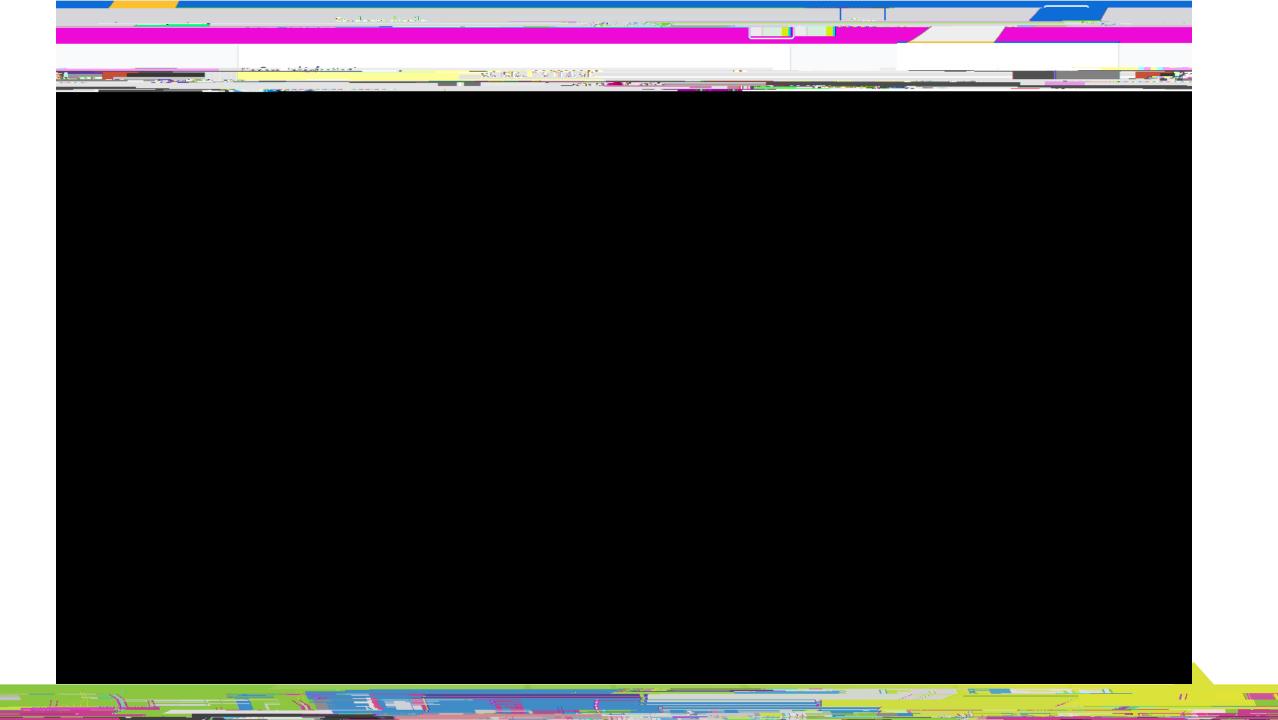
# Important Information to note

There are two parts to submitting an application for consideration of enrolment.

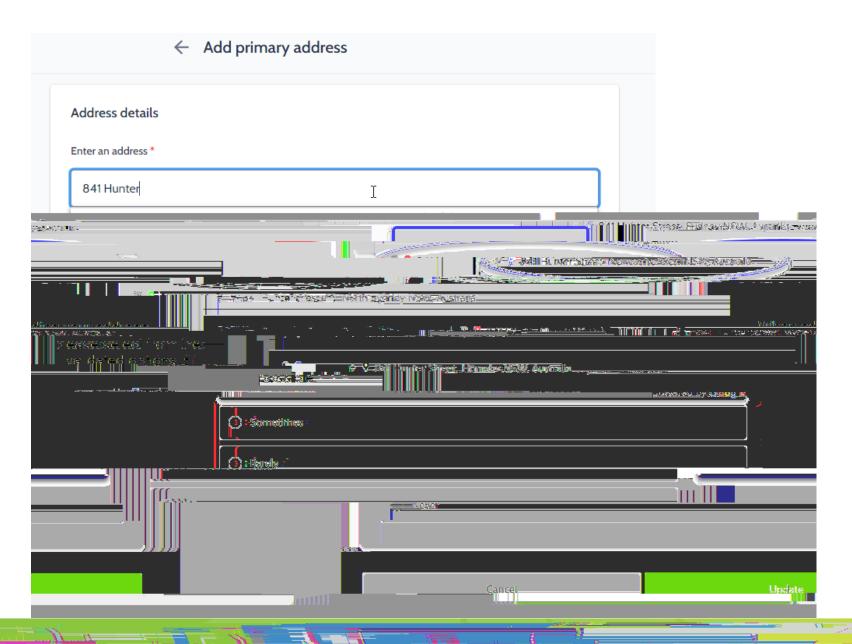
- 1. Creating a Student Profile i this is the process of completing the form and providing all necessary supporting documentation.
- 2. Creating the enrolment application Once you have completed the student profile you will need to continue to application. At this point you will nominate the starting term choose your preference schools and accept the agreements.

Please note: When choosing your schools, a list will appear, based on your location but this is only a guide and you are able to submit your application for any school within the Diocese.

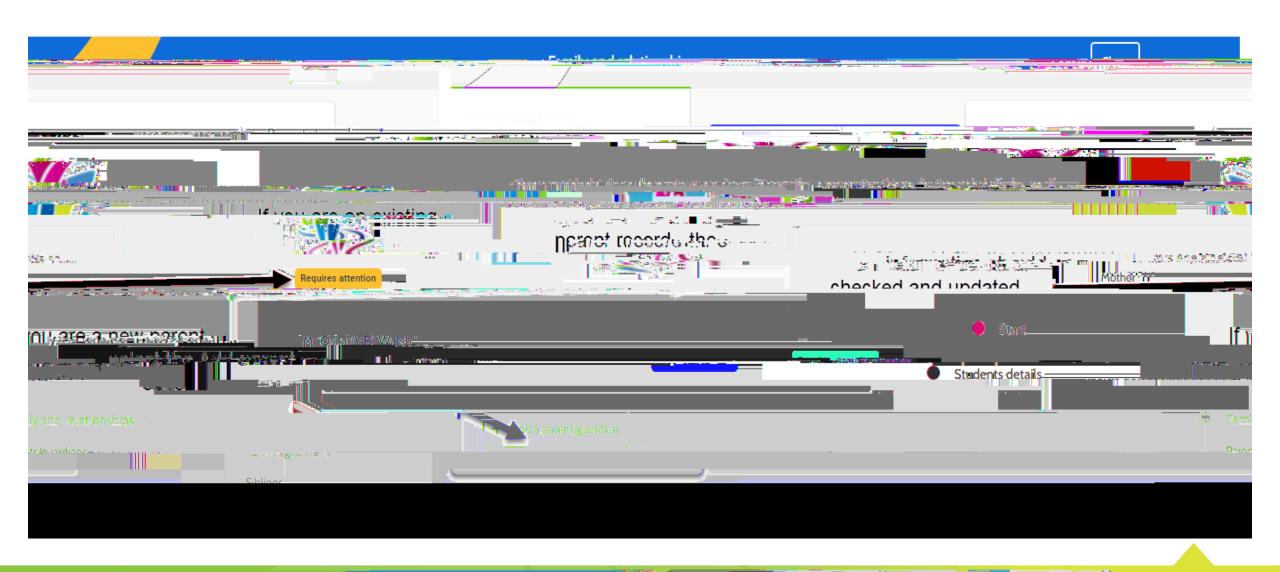




#### Residential Address



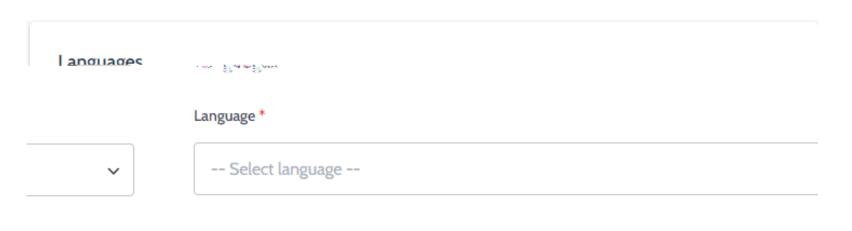
# Complete all Parent and Sibling information as per the enrolment form.



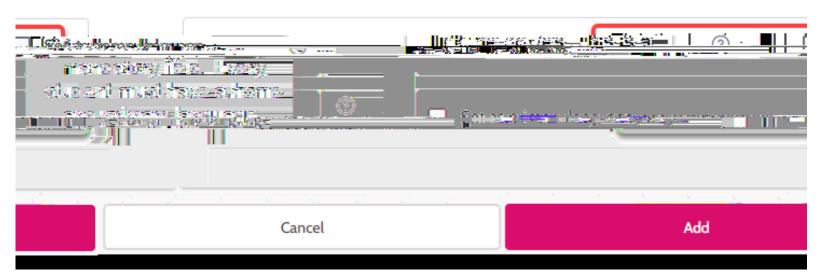
## Complete the Demographic data for the student



#### Adding a language/s



Home Language:
This identifies the language this person speaks in the home.

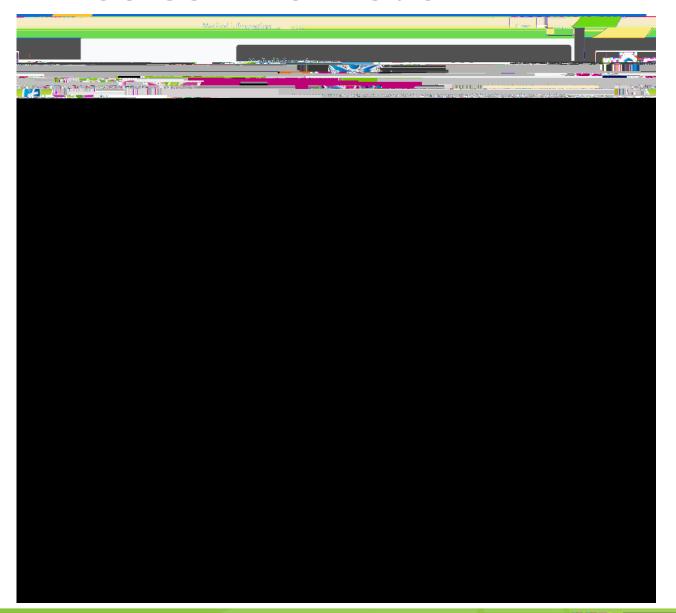


Primary Language:

This identifies the main language that this person speaks.

These could both apply to the same language eg English.

#### Medical Information

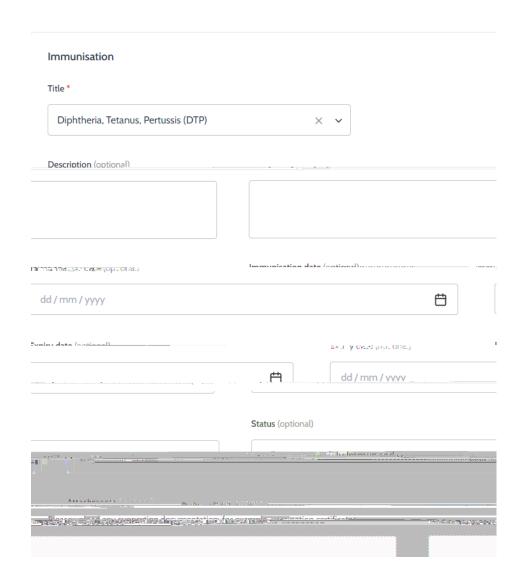


Complete all data for any Medical Conditions

I multiple conditions can be added



#### **Immunisation**



Add the immunisations as per the History Statement. There is no need to include Covid or Influenza vaccinations.

Do NOTupload the Immunisations History statement in this section.

The statement will need to be uploaded in the supporting documents.

#### **Emergency Contacts**

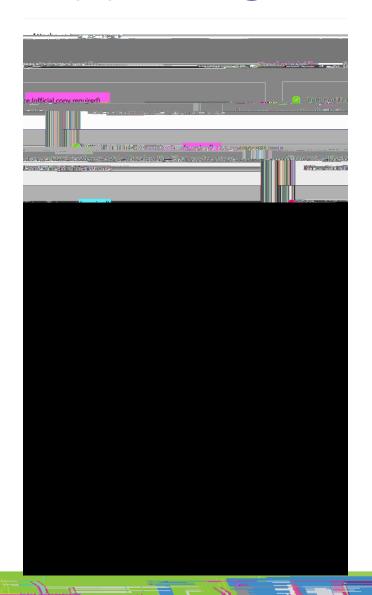


Add the Emergency Contact details.

An Emergency contact is a person that can be contacted in addition to any parents included on the form. Parents will always be contacted before Emergency contacts and should not be listed in this section.

If there are any existing contacts, their details should be checked for any changes or replaced if appropriate.

### Supporting Documentation

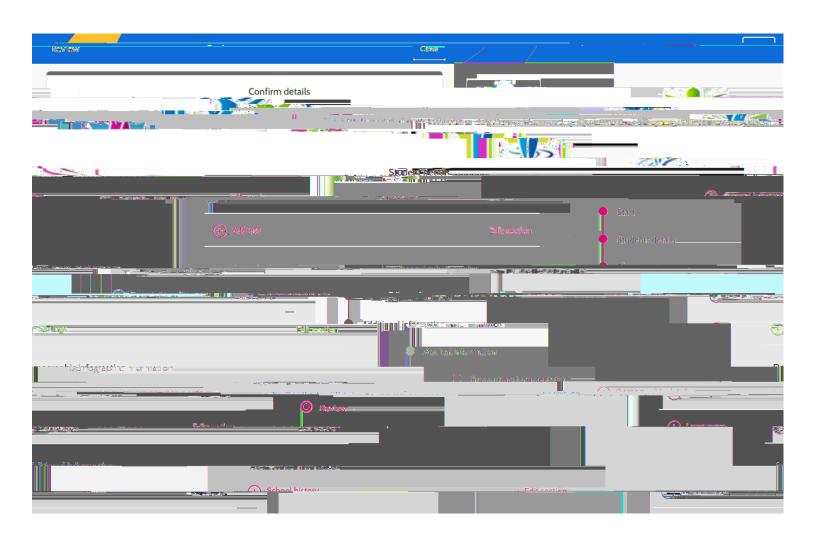


All supporting documentation needs to be uploaded as per the checklist. When uploading a document please select the Title and not the button.

If any required documents are missing then the enrolment application will not be able to proceed for consideration. You may receive an email requesting further information..

Important: A student cannot be enrolled if required supporting documents have not been supplied.

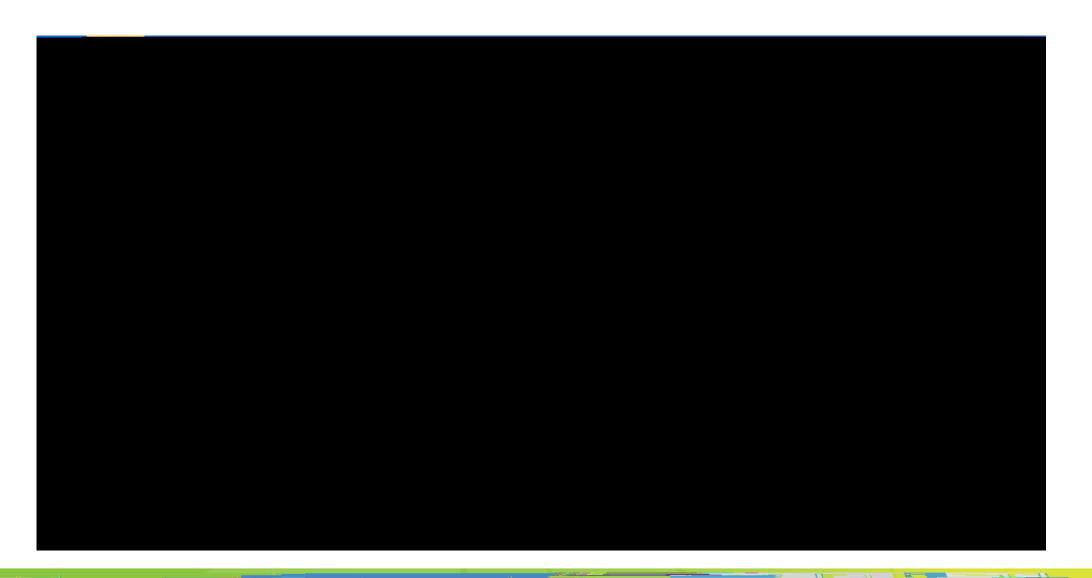
#### Review



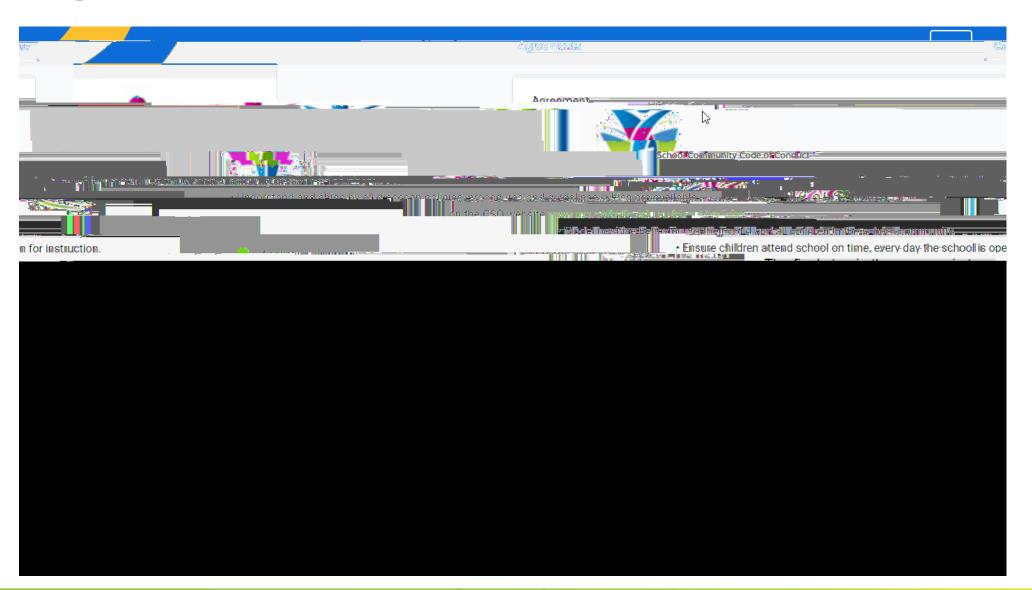
The review section is an opportunity to do a final check of the profile. If there are any missing details the relevant section/s will be highlighted in red.

Once complete the profile can then continue to application.

#### School Preferences



# Agreements



## Acknowledgment of application

Once your application has been successfully submitted you will receive an email acknowledging the submission.

# Thank You