



Ainslie Parklands Primary School

Respect - Responsibility - Resilience

Dear Parent/Carer,

Thank you for your interest in enrolling your child at Ainslie Parklands Primary School.

This year our school will use an online system for new Foundation (Prep) Enrolments to Victorian Government Schools. The new online enrolment system has been assessed by the Department of Education to a high degree of security in line with the Victorian Protective Data Security Standards and is compliant with ISO 27001, the leading international standard for information security.

What to do next?

- Visit <https://students.educationapps.vic.gov.au/s/> to create an account and complete the online application form **by Friday 25 July**. If you would prefer to submit a paper application form, please contact us.
- We will then review your application and contact you **by Friday 8 August**.
- You should accept one enrolment offer **by 22 August**. When accepting an offer, you will be required to provide additional personal and health information that will be shared with the school.

What is important when completing an online application?

- Please upload the required supporting documentation where requested to ensure your application is processed promptly.
- Please create your account using the enrolling parent/carer's information. Your child's information is entered later in the process.

Is there any other support available to help me complete the online enrolment process?

The Department of Education has created a Quick Reference Guide to help you get started. The guide is attached to this letter.

What if I have questions when completing the online enrolment process?

Please contact us via email on Ainslie.parklands.ps@education.vic.gov.au. We will get back to you as soon as possible. For more information about the Department of Education's Foundation (Prep) enrolment, visit [Enrolling in Foundation \(Prep\)](#).

We look forward to your application and hope you will be joining our school community soon.







Best regards,

Jane Capon
PRINCIPAL

Digital Enrolment Parent/Carer Quick Reference Guide

Enrolling your child is quick and easy using your laptop or desktop

Before you begin

 <p>Google Chrome is the recommended browser</p>	 <p>Use of a laptop or desktop is recommended</p>	 <p>Use the Save button if you need to walk away</p>
 <p>Ensure your listed Emergency contact is someone other than Adult A or Adult B</p>	 <p>Check your details are complete before submitting <i>You can't edit after submission</i></p>	 <p>Have all your digital documents ready as they must be uploaded to your application <i>e.g. Birth certificate, Proof of Address, Proof of Residency</i></p>

Finding your designated neighbourhood school

Use [Find My School](#) to view a map of available government schools in your area, including your designated neighbourhood (local) school.

Register for an account

1. Click the following link: <https://students.educationapps.vic.gov.au/s/>
2. Scroll down and select Register
3. Read the acknowledgement and select Continue
4. Enter the requested details
5. A verification email will be sent to your inbox (check spam folder)
6. Click the link that has been emailed to you to complete registration
7. You will be prompted to set a new password
8. Select Change Password
9. You will land on the portal homepage

Create an account

First Name

Last Name

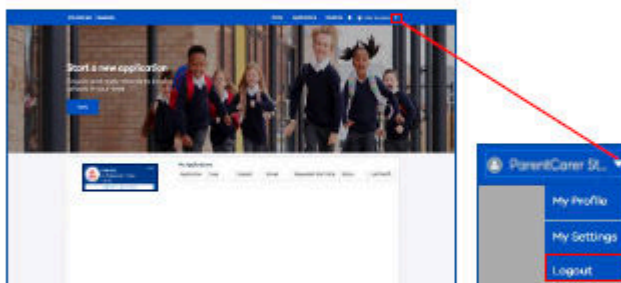
Email

Mobile Number

Have an account?

Ongoing access to the portal

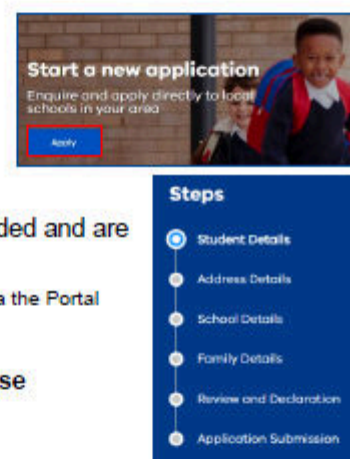
1. Select the following link: <https://students.educationapps.vic.gov.au/s/>
2. Enter your credential details
3. Select Log in
4. When logging in on a new device, you will be prompted for a verification code
 - check your email for the code
 - enter code and select Verify
5. You will land on the portal homepage
6. To log out, navigate to the drop-down menu and select Logout



Submitting an application

1. From the portal homepage, select Apply
2. Enter new school application details
3. Read the privacy notice and then select Continue
4. Enter details for each section (including documentation upload)
5. Read Review and Declaration and check all details have been provided and are correct

Note: Once an enrolment enquiry is submitted, enrolment details cannot be edited via the Portal
6. Select Submit
7. The Application Submission screen will appear and then select Close
8. You will be taken to your application list

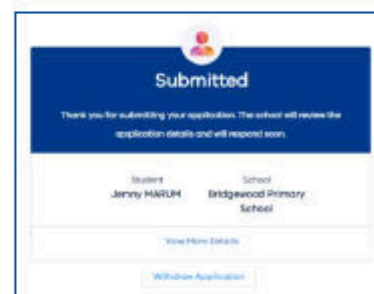


Viewing, withdrawing or adding files to an application

1. In the portal, select application number to view details, including status

My Applications					
Application	Type	Student	School	Requested Start Date	Status
APP-077	New Enrolment	Jenny MARUM	Bridgewood Primary School	2023 Term 2	Submitted

2. You can monitor the application status along the top status bar, view application details, withdraw the application or view and upload files
 - To withdraw: select Withdraw Application, enter a reason and the application will be closed
 - To add files: select Add Files at the bottom of the browser and follow instructions



Accepting or not accepting an enrolment offer

IMPORTANT NOTE: Please only accept ONE enrolment offer. All enrolments **must** be accepted via the portal.

1. When a school makes an offer of enrolment, you will be notified by email and the status in the portal will be updated
2. Select the link in the email, and you will be redirected to the portal
3. In the portal, My Applications will display Place Offered
4. Select application number
5. Select Accept Offer to accept the enrolment offer (only accept ONE) and you will be prompted to provide additional information
6. Read the privacy notice and select Continue to proceed
7. Enter details for each section (including documentation upload)
8. Click **Submit**
9. When the school finalises the application, you will be notified by email notification and the status in the portal will be updated
10. If you received multiple enrolment offers, or you no longer wish to proceed with your enrolment application:
 - select Do Not Accept (for each offer to be declined)
 - enter a reason and the application will be closed

Steps

- 1 Student Details
- 2 Address Details
- 3 School Details
- 4 Family Details
- 5 Health and Wellbeing Details
- 6 Medical Records
- 7 Student Assessment
- 8 Student Alerts
- 9 Review & Declaration
- 10 Enrolment Submission

NOTE: Your personal and health information will be shared with the school once you have accepted an enrolment offer.

We are here to support you

If you have any questions regarding your enrolment, please contact your school. For information about this process, visit <https://www.vic.gov.au/how-choose-school-and-enrol>.