# New South Wales Department of Education – Public Schools logo Student information request no. 2

## Confidential

### Year 6 to 7 Enrolment and Transition – Request for Background Information on Students

From the Principal

Fax

To the Principal

Fax

Dear Colleague

The following Year 6 students from your school have sought placement in Year 7 at [name of secondary school] next year.

For those students in Table 1, i.e. students for whom we do not have any information, please indicate whether there are any learning and support needs (including health conditions), special circumstances (e.g. mature age, pregnancy, living apart from parental supervision, subject of a court order, State-arranged out of home care, students from a refugee background) or any relevant previous history which might pose a risk of any type to the student, other students or staff at this school (e.g. medical history, violent behaviour, suspension or expulsion, illegal drugs, weapons, threats, intimidation, other incidents).

For those students in Table 2, i.e. students for whom you have previously provided information, please clearly indicate any student for whom there has now been a change in learning and support needs (including health conditions), special circumstances or relevant previous history since completion of the previous form.

Please note: It is of critical importance that primary schools provide secondary schools with information that is relevant to a student’s learning and support. This includes information about:

* the student’s health condition/s **and**
* any learning difficulties that may impact on the ability of the student to understand his or her condition **and**
* managing the student’s health care **and**
* managing risk minimisation strategies that have been developed for the student.

It is also of critical importance that primary schools provide secondary schools with information about how to manage the condition including recognising signs of an emergency and how to respond in an emergency.

Please return this form to me as a matter of urgency. Upon receipt of your reply, I will contact you as soon as possible to discuss any students who you have identified on this list. Alternatively, given the nature and importance of any student’s particular situation, please call me directly on [phone number].

In addition, would you please contact me immediately should there be a change in any student’s situation between now and the end of the year?

Thank you very much for your help in this matter.

Yours sincerely

Principal

Date

# New South Wales Department of Education – Public Schools logo

# Student information request (continued)

## Confidential

Name of secondary school

Name of primary school

Date of reply by primary school

## Table 1

Students for whom we currently do not have an indication of learning and support needs (including health conditions), special circumstances or student history relevant to risk assessment

Please note – For an outline of the terms ‘special circumstances’ and ‘student history relevant to risk assessment’ please see the current ‘Application to Enrol in a NSW Government School’. Secondary schools should complete details in columns 1-3. Primary schools should complete the remaining columns.

| **Name of student** | **Date of birth** | **Sex****M/F** | **Learning and support needs (including health conditions)****Y/N** | **Special circumstances****Y/N** | **Student history relevant to risk assessment****Y/N** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Table 2

Students for whom we already have an indication – please confirm current status

Please note: Secondary schools should complete all details in this table or insert the previous primary school response as ‘Table 2’. Primary schools should check and clearly indicate any changes to this information.

| **Name of student** | **Date of birth** | **Sex****M/F** | **Learning and support needs (including health conditions)****Y/N** | **Special circumstances****Y/N** | **Student history relevant to risk assessment****Y/N** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Confidentiality warning

The confidentiality of the information contained in this message is protected and is intended for the principal named above. If you are not the principal you must not copy, distribute, take any action reliant on or disclose any details in this message to any other person or organisation. Unauthorised disclosure or misuse of the confidential information obtained as a result of mistaken transmission may incur a liability for criminal penalty. Please notify the sender if you have received this message in error.

**Please respond by return fax or email.**