How to complete an application

Before you start

1. You will need to register a personal email address (not your child’s) to get access to the opportunity class (OC) application website. The email address you register should be one that you can access at all times.

2. Each student can have only one application. The application should be completed by the parent/carer with whom the student normally lives.

There are 3 stages involved to make an opportunity class application for Year 5 placement in 2020:

Stage 1: Register your email address to get access to the OC application website.

Stage 2: An email will be sent to the email you registered with a link and password. Log in to complete your application on the OC application website.

Stage 3: Receive an email from the High Performing Students Team confirming that your application has been successfully submitted. This email will contain 2 or 3 attachments.

This guide provides you with information about how to complete the online application. Screen shots with helpful hints are provided. However parents or carers can obtain detailed information from the Application information or the opportunity classes website.
Stage 1 – Register your email address to access the opportunity class (OC) application website

1. Add ssu@det.nsw.edu.au to your email contacts list. This will prevent future emails from the High Performing Students Team going to your spam or junk mail folder.

2. Click on the following link: https://www.shsocplacement.org.au

3. Use your personal email address (not your child’s) to register.

4. Once you have registered, you will receive an email with a link and password. This is the only way you can access the OC application website to start your application.

   Receiving the email with the link and password is NOT completion of an application at this stage. You must now move to Stage 2.

   If you do not receive an email with a link and password, go to Troubleshooting
Stage 2 – Log in to start your application on the OC application website

1. Click on the link received in your email. This will take you to the Login screen.

2. Enter your email address and the password provided.

3. Click on Login. This will take you to the OC application website where you can start your application.
Contact details of Parents/Carers

You will first be asked to enter your contact details. This section should be completed by the parent or carer who has a legal right to care for the child and with whom the child lives most of the time.

Please note that the family name is entered first, followed by the parent’s given name.

Click on Next to move to the next screen.

Note: The information on this page will not be saved until you go to the next page.
Contact details of Parents/Carers

- Enter the name/s to be used for correspondence and address details.
- Do not enter the student's name or an email address. It must be the name/s of the parent/s or carer/s.

Postal address confirmation

Check the name/s and address that you entered to ensure that it is correct.

If you need to make a correction, click on the Previous button.
Completing the application

- Parents and carers are required to read the **Application information** and then confirm that they have read it. The application information provides detailed information about each part of the opportunity class placement process.
Student details

- Enter the family name first followed by the student’s given name/s.
- Ensure that your child’s date of birth is entered correctly.
- Check carefully the Year of study that you enter. Most students would be in Year 4 when making an application for opportunity class placement.

School choices

- Select one or two schools from the drop down list of primary schools with opportunity classes.
- Ensure you select the schools in priority order.
Student’s home address

- Check the address shown. If this is the same address as the one you previously entered as the postal address, then click on Same address, otherwise enter the details of the home address.
- Do not enter a PO Box for the student’s home address.

Court Orders

- You must advise the Unit if there are any court orders affecting the student’s education.
- If there are court orders, then you must send a copy of the court orders as an attachment after you have submitted your application.
Parents/Carers living at different addresses

- Parents/carers who may be living at a different address may ask for duplicate system-generated correspondence.
- Further information is available on Page 4 of the Application information.

Residency

- Students must be Australian/New Zealand citizens or permanent residents of Australia to be eligible for placement in an opportunity class. Non-residents may apply if their permanent residency status is imminent.
- Parents or carers of interstate or overseas students are to indicate whether their child will be returning to do the Opportunity Class Placement Test or whether they will be completing the Report of academic merit.
Student’s background

- Parents or carers are to indicate if the student identifies as Aboriginal or Torres Strait Islander or if the student has been studying in English for less than four years.
- If Yes is indicated for either question, documentary evidence may be requested.

Disability including medical conditions or behavioural disorders

- Parents or carers must indicate whether their child has a medical condition or behavioural disorder or disability.
- Disability test provisions can be arranged to assist your child.
- Disability test provisions are granted for students who have anaphylaxis or asthma but parents/carers must indicate the medical condition/s on the application.
Stage 3 – Receive an email from the High Performing Students Team confirming that your application has been successfully submitted.

Once you have reviewed your application, you must click on ‘Submit’ to submit your application.
Once you have clicked the ‘Submit’ button, you will be taken to the next screen as shown below.

If you have successfully submitted the application, you will receive an email confirming that the application has been received.

If not received within 15 minutes of submitting the application, click on Resend confirmation email.

**Remember: Do not make a duplicate application** for the same student. If you wish to correct any errors you made or need to add further information please email the application number and the requested correction or addition to ssu@det.nsw.edu.au