



Student Transfer Advice Form

This form should be used for all student transfers in and between government and non-government schools in South Australia. Section 14 of the *Education and Children's Act 2019* allows schools to share information about a child to enable schools to perform official functions and duties connected with the education, health, safety, welfare, and wellbeing of the child.

To the principal of:
(Current/ previous school)

Student full name:

Date of birth:

EDID number (if available) for transfers in/between government schools:

The named student listed above is transferring to the following school:

School name:

Date of commencement:

School ID number (if available):

School address:

Phone number:

Email address:

Education sector: Catholic Government Independent

Requested information in relation to specified student:

- Complete student record (ie official complete history of a student, including all categories listed below)
(Note: For transfers in/between government schools the complete student folder is transferred)

OR records or other information relating to:

- Academic records (specify type and length of time):
- Alternative program participation (eg flexible learning options, work experience)
- Attendance (eg plans, records of absences, concerns) Legal (eg court orders, intervention orders)
- Behaviour (eg concerns, records of incidents and consequences, behaviour support plans) Medical (eg care plans, support agreements)
- Enrolment / transfer (eg previous enrolment, admission, or transfer advice) Personalised learning plans / One plan
- Financial assistance (eg school card) Student exemptions documentation
- Student support and wellbeing (eg identified needs and issues, support services referrals, external agencies information, programs and reports)

Other information:

*Attach separate sheet if required

Request meeting to discuss: Yes No

Delivery option: Electronic (preferred) Hardcopy

Principal/ Delegate
signature (new school):

Date:

I understand that the new school will receive the above information from my child's previous school and that this information will be used by the school to make the necessary teaching and learning adjustments for my child. I understand that this information will be sent securely, privately, and confidentially in accordance with legislative provisions.

Parent/ Legal Guardian
signature:

Date:

Student Transfer Form – Fact Sheet (For school use only)

This student transfer form provides for the transfer of student information between schools.

Important:

For transfers in and between **government schools**, the original student record folder must be transferred to the new school. There must be only one student record folder per student.

For transfers between **government** and **non-government schools**, requests may only occur via the use of this form, only copies of student records must be provided, and schools are not required to provide additional comment with accompanying records. Government schools must retain the student's original student record folder as per the disposal schedule.

Parent consent is not required to transfer student information between schools or to send copies of student records; however, wherever possible the principal of the requesting school should ask parents/ legal guardians to sign the Student Transfer Advice Form before requesting information be shared or sending copies of student records.

Safety and Wellbeing:

Principals/ delegates should provide all information to the new school that addresses the safety and wellbeing of the student, or which may affect the safety or wellbeing of other students at the new school. This includes where the student may pose a risk to other children due to concerning or harmful sexual behaviour or where the student may have additional educational, or support needs due to child abuse, neglect, or trauma.

Note: Principals/ delegates must redact any personal information related to third parties, including other children, in the information (for example names and dates of birth) before sharing the information with the new school.

Process and timelines for changing schools:

1. Once enrolment has been offered and accepted by the family, the principal/ delegate of the new school can send the completed student transfer form to the principal/ delegate of the current school. This can occur at the same time as the enrolment is being finalised with the student or parents, although preferably not more than one term before the student is due to commence at the new school.
2. The principal/ delegate of the previous or current school should acknowledge receipt of the student transfer form to the principal/ delegate of the new school as soon as practicable, via email or telephone.
3. Once the student has commenced at the new school, the principal/ delegate of the new school should send confirmation of this to the principal/ delegate of the current or previous school within 5 school days. Once that confirmation has been received, the previous or current school should transfer the student information to the new school within 10 school days. Principals can negotiate additional time to prepare and send the information if required.
4. If confirmation is not received within 5 days from the agreed commencement date, the student's current or previous school should follow up with the family and/or [appropriate social work duty line](#).
5. For government schools, the student must remain enrolled at their previous or current school until the school has received confirmation that the student has commenced at their new school.