



Dear Parents/Guardians,

In order to complete your child's enrolment at Eltham East Primary School it is a DET requirement that you submit the following documents to the school office:

1. Student Enrolment Information form:

This form is to be completed by the Custodial Parent(s) and should include details of the family that the student lives with most of the time.

Alternative /Additional Family Form:

Please complete this form in the following circumstances:

- Where the child has **shared care** between parents who reside at separate addresses.
- Additional Family – containing details of **another** family (grandparents/relatives/carers) who care for the child on a permanent/part-time basis.

2. Original student Birth Certificate or Passport

3. Up to date Immunisation History Statement:

Issued by the Australian Childhood Immunisation Register 1800 653 809.

4. Medical Information

Current medical plan if applicable including asthma, allergies or anaphylaxis.

5. Current Utilities Account or Rental Agreement

Yours sincerely,

Cheryl Macnee
Principal