

2025 Request to create a record for non-state school students

The Department of Education (DoE) has an agreement with Independent Schools Queensland and Queensland Catholic Education Commission to provide an Advisory Visiting Teacher service for students who are deaf/hard of hearing (DHH), have physical impairment (PI) and/or blindness/vision impairment (BVI) enrolled in nonstate schools. A OneSchool record and an Adjustment Information Management System (AIMS) record within OneSchool (DoE record management system) must be created for the student.

This form is to be used by non-state schools to advise DoE of a student’s enrolment and personal details and to request the creation of a OneSchool record.

The school must:

- obtain valid and current parent/carer written consent prior to the completion of this form;
- consult with the relevant AVT for the identified low incidence disability area(s)
- provide evidence of diagnosis;
- complete the details below; and
- email this form to avt.nssreferral@qed.qld.gov.au

Please check the correct spelling of the student’s name as this will be entered onto OneSchool.

Student details					
Legal family name:		Legal given names: (Including any middle name/s)			
Date of birth:		Sex:			
Emergency contact name and phone number:					
Current residential address:					
Name of non-state school:		Address of school:			
Year level:		Full Time Equivalent (FTE) enrolment in non-state school:		Date of enrolment:	
Previous school:					

Parent/carer details					
1. Title:		Family name:		Given name:	
Relationship:					
2. Title:		Family name:		Given name:	
Relationship:					

Origin details: Queensland Interstate Overseas

Indigenous status: Aboriginal but not Torres Strait Islander origin
 Torres Strait Islander origin but not Aboriginal
 Both Aboriginal and Torres Strait Islander origin
 Neither Aboriginal nor Torres Strait Islander origin
 Not stated/unknown

Residency status: Australian citizen
 Permanent visa holder Temporary visa holder*
 New Zealand citizen Pacific Island Nation citizen not requiring visa

*If temporary visa holder, complete Visa sub-class:

Disability category details

There is evidence of a diagnosis of impairment requiring significant education adjustments in the following disability category or categories:

Deafness/hearing loss Physical impairment Blindness/vision impairment

Checklist

- Current and valid parent consent (within previous 12 months) has been obtained
- Evidence of diagnosis is attached
- Relevant AVT has been consulted regarding this request

Principal confirmation

By signing this form, the principal warrants that evidence of diagnosis of impairment **and** current and valid parent/carer written consent (within the previous 12 months) has been obtained.

I request the creation of a student record in OneSchool indicating the student's disability category/ies as recorded above.

Principal name:		Principal email:	
Principal signature:		Date:	

An automated message will confirm receipt of your email.

Submit

Note: Please submit your request by opening Microsoft Outlook and clicking submit. This form will populate in Microsoft Outlook as an email for you to send. You do not need to print the document. Alternatively, save and email the document to avt.nssreferral@qed.qld.gov.au

Privacy Notice: The Department of Education collects, uses and discloses personal information in accordance with the confidentiality provision in s.426 of the Education (General Provisions) Act 2006 and the Information Privacy Act 2009. Information collected on this form will be used to provide Advisory Visiting Teacher (HI, PI, VI) services to the student and their school. The information will be kept in a secure location and will only be accessed by relevant departmental personnel. Personal information collected on this form will not be given to any other person or external body unless consent has been provided or the department is permitted or required by law to use or disclose such information.