

## 2025 Request to update a record for non-state school students

The Department of Education (DoE) has an agreement with the 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 non-state schools. Relevant student details are recorded in OneSchool (DoE record management system) for this purpose.

**This form is to be used by non-state schools to advise DoE of changes to a student’s enrolment and personal details, and to request that the student’s OneSchool record be updated accordingly.**

The school must:

- obtain valid and current parent/carer written consent prior to the completion of this form; complete the student details below; and
- email this form to [avt.nssreferral@qed.qld.gov.au](mailto:avt.nssreferral@qed.qld.gov.au)

Student details				
Legal family name:		Legal given names: (Including any middle name/s)		
Date of birth:		AIMS ID (if known):		
Emergency contact name:		Emergency contact phone number:		
Current residential address:				
Name of current non-state school:		Date of enrolment:		
Address of current school:				
Schooling sector:		Year Level:		Full Time Equivalent (FTE) enrolment:
Disability category:	<input type="checkbox"/> Deafness/hearing loss <input type="checkbox"/> Physical impairment <input type="checkbox"/> Blindness/vision impairment			
Previous school (if applicable):		Date of departure from previous school (if applicable):		
The student left because:	<input type="checkbox"/> parent/carer/independent student advised school that the enrolment has ended and attendance has ceased, or <input type="checkbox"/> advised of intent to register for Home Education, or <input type="checkbox"/> student has enrolled in another school (state or non-state), or <input type="checkbox"/> student has permanently moved interstate/overseas with no intention of returning			

## Year 12 students

Year 12 school students' enrolment status automatically becomes inactive at the end of the school year.

Please indicate if the student is repeating Year 12:  Yes  No

### Principal confirmation

Please update the identified student's record in OneSchool as specified above.

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.

Principal name:		Principal email:	
Principal signature:		Date:	

**Submit**

*An automated message will confirm receipt of your email.*

**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](mailto: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.