

Digital Enrolment Parent/Carer Quick Reference Guide

Enrolling your student is quick and easy using a device of your choice

Before you begin



Google Chrome is the recommended browser

VicStudents works on all browsers



The portal is accessible on laptops, mobiles and tablets



Use the **Save** button if you need to walk away



Ensure your listed emergency contact is someone **other than** Adult A or Adult B



Check your details are complete **before** submitting

You cannot edit after submission



Have all relevant digital documents ready as they **must be uploaded** to your application

For example, Proof of Name and Date of Birth, Proof of Address, Proof of Residency

Find Your designated neighbourhood school

Use www.findmyschool.vic.gov.au to view a map of available government schools in your local area, including your designated neighbourhood (local) school.

Vic Services

Visit <https://service.vic.gov.au/> and login or create an account. The Vic Services App is also available for download for iPhone and Android devices.

SERVICE
State Government

Log in

Email

[Forgot your email?](#)

Password

[Forgot your password?](#)

Log in

[Create account](#)

Vic Services

Once you have logged into the your vic services account, click on parent portal

Service Victoria

Last chance to claim 20% off your rego. Applications close 31 July.

Get started

**Closes 31 July
Apply now**

SERVICE
State
Government

Access the digital Green Book, create a child profile and get support.

Go to Parent Portal

Top categories

- > Digital wallet
- > Transport and driving
- > Work and volunteering
- > Outdoor and recreation
- > Personal
- > Family and child

Popular services

- > Get a digital driver licence
- > Get a digital Working with Children card
- > Apply for a Working with Children Check
- > Apply for your driver history report
- > Renew vehicle or boat rego
- > Check vehicle rego status

What's new

- > Apply for 20% off your rego
- > Add your digital firearms licence
- > Victorian birth certificate
- > Find fuel prices with Servo Saver
- > Renew your NDIS check
- > Get your digital VIT registration card

Parent Portal

Parent Portal

Green Book

Digital birth certificate

Support services

Search Parent Portal

Your child profiles

Log in to add or manage profile.

Log in

Vic Schools portal

Scroll down to the School enrolment icon and click.

Parental services and education



Parent support in Victoria

Essential services, programs and help throughout your parenting journey.



Find a kinder program

Find kinder programs in locations convenient to you.



Find my school

Find the right educational fit for your family.



School enrolment

Enrol your child at a Victorian government school.

Enrolling in school

How to enrol your child in a Victorian government school.

On this page

- [Search for schools](#)
- [Get to know your local school](#)
- [When to enrol](#)
- [Submit an application](#)
- [Confirm your address for your application](#)
- [Understand how applications are prioritised](#)
- [Enrolment appeals](#)
- [Supporting documentation for enrolment](#)
- [If your child has a disability](#)
- [Further advice](#)

Search for schools

Education - Information for parents

Education - information for parents

- Early childhood education and care
- School
- Starting school
- Types of schools
- School zones
- Enrolling in school
- Enrolling in Foundation

Scroll down to the Submit an application section. Click on the (VicStudents) link

Submit an application

For Foundation (Prep) enrolment:

Contact the school you are wanting to enrol in to find out if they use an online ([VicStudents](#)) or paper-based enrolment process.

If the school is using the paper process, an application form is available in the 'Foundation (Prep) Enrolment Information Pack for Parents and Carers'. This is available on the [Enrolling in Foundation \(Prep\)](#) page.

For Year 7 placement:

Contact your child's primary school for assistance with the Year 6 to Year 7 placement process. An application for Year 7 placement is also available in the 'Year 6 to 7 Placement Information Pack for Parents and Carers' available on the [Moving from primary to secondary school](#) page.

If you need an interpreter to help fill out an application form, school staff can help organise this for you.

Click the enrol in a Victorian Government School- School Enrolment

Welcome to VicStudents - a Victorian Government portal for parents and carers of school aged children.
We're beginning to move some paper forms online making it easier for you to provide important information.



Enrol in a Victorian Government School

> Click here to submit your enrolment application, accept an offer and upload documents

School Enrolment



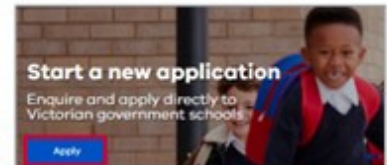
Primary School Nursing Program

> Complete a School Entrant Health Questionnaire for your child - please complete the SEHQ ONLY if your child is currently attending a Foundation (Prep) class and when your child's teacher has provided you with information regarding this program.

School Entrant Health Questionnaire

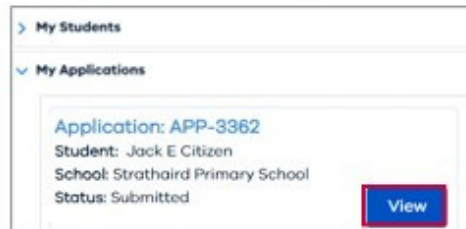
Submit an application

1. Select **Enrol in a Victorian Government School** from the homepage
2. Read **Before you start** to check eligibility then select **Get Started**
3. Select **Apply** from the portal homepage
4. Select **New Student** and enter details
3. Read the **Privacy Collection Notice** then select **Continue**
4. Enter details for each section (including documentation upload)
5. Read **Review and Declaration** and check all details have been provided and are correct, then tick the confirmation boxes
Note: Once an enrolment enquiry is submitted, enrolment details cannot be edited via the portal
6. Select **Submit**
7. Read the review confirmation and select **Proceed with Submission**
8. Select **Close** in the **Application Submission** screen to return to the homepage

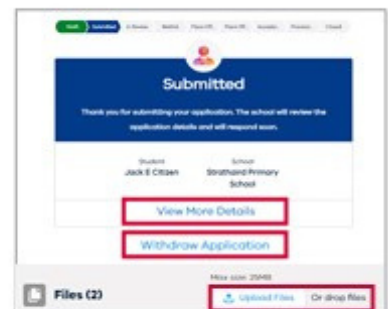


View, withdraw or add files to an application

1. Navigate to **My Applications** section on the enrolment homepage
2. Select **View** to monitor and manage the relevant application



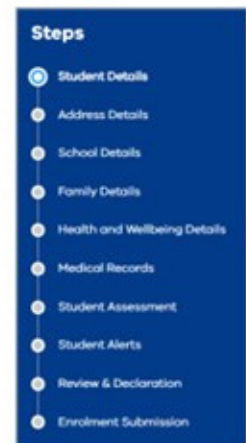
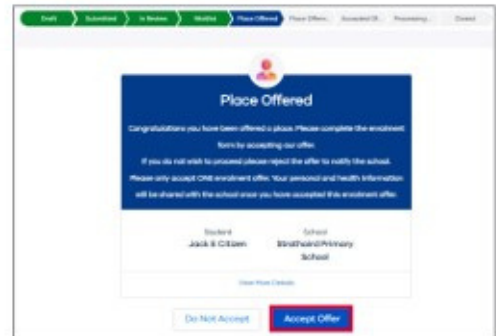
3. Monitor the application by viewing the application details and status bar, and manage the application if required:
 - Select **View More Details** to view application details
 - Select **Upload Files** or **drop files** to add files to the application
 - Select **Withdraw Application** and enter a reason, which will change the application status to **Closed**



Accept or do not accept an enrolment offer

IMPORTANT NOTE: Enrolments **must** be accepted via the portal.

1. A notification will be sent via the portal and email when a school makes an offer of enrolment
2. Navigate to the VicStudents Enrolment homepage
3. Navigate to the **application** section
4. Select **View** on application(s) with a 'Place Offered' status
5. Select **Accept Offer** to accept the enrolment offer, and you will be prompted to provide additional information
Note: Any applications you may have submitted to other schools have been closed.
6. Read the **Privacy Collection Notice** and select **Continue** to proceed
7. Enter details for each section (including documentation upload)
8. Read the **Review and Declaration** and check all details have been provided and are correct, then tick the confirmation boxes
9. Read the confirmation of review and select Proceed with Submission
NOTE: The student's personal and health information will be shared with the school once you have accepted and completed the full digital enrolment form
10. When the school finalises the application, you will be notified via email and the status in the portal will be updated
11. If you received multiple enrolment offers, or you no longer wish to proceed with your enrolment application:
 - Select **Do Not Accept** (for each offer to be declined)
 - Enter a reason and the application will be closed



We are here to support you

If you have any questions regarding your student's enrolment, please contact the school. For information about this process, visit <https://www.vic.gov.au/how-to-enrol-your-student-in-a-school>.

A video demonstration of the digital enrolment process in the VicStudents portal is available via this [link](#).