VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY

VICTORIA State Government

# Assessing School Enrolment Notification

**PRIVACY STATEMENT**
This form is provided to schools by the VCAA for school use only. As this form collects personal information, schools are expected to insert a Collection Notice to comply with their obligations under the *Privacy and Data Protection Act 2014* (Vic), the *Privacy Act 1988* (Cth) or relevant international privacy legislation (as applicable). Personal information should be stored securely and handled in accordance with applicable legal requirements and the school's privacy policy. Schools are advised to consult their legal advisor or privacy officer for further advice.

This form should be completed by assessing schools when requesting for a home school to process a VCE or VCE VM unit or units enrolment.
The form must be forwarded to the home school for processing.
Once the home school has processed the enrolment, a confirmation email will automatically be sent from VASS to the assessing school.

**Please print clearly and in CAPITAL LETTERS.**

**Attention: VCE COORDINATOR/VASS ADMINISTRATOR**

Home school name: _____ VCAA home school code | | | | |

**Home school VCE or VCE VM unit(s) enrolment request.**
Note: Home schools can only process VCE or VCE VM unit(s) enrolment requests if the assessing school has indicated on VASS that it offers these units.

**VCAA Student Number** | | | | | | | | | |  **Student date of birth** ____ / ____ / ____

**Student surname** _____ **Student first name** _____

This student will be assessed in the following VCE or VCE VM unit(s):

| VCE or VCE VM unit code | | | | | VCE or VCE VM unit name | Semester |
|---|---|---|---|---|---|---|
| L | O | 3 | 1 | 3 | Vietnamese 3 | 1 |
| L | O | 3 | 1 | 4 | Vietnamese 4 | 2 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Assessing school name: Van Khoa Vietnamese Language School

VCAA assessing school code | 0 | 1 | 9 | 8 | 8 |

Please process this enrolment request ensuring that the correct VCAA school code for the assessing school for each VCE or VCE VM unit(s) is entered on VASS.

**Contact name** Trang Nguyen **Position** Principal

**Phone** 0416 158 388 **Email** info@vankhoa.vic.edu.au

**Signature** _____ **Date** ____ / ____ / ____