

# Interstate

## Student Data Transfer Note

### Frequently Asked Questions

Schools are required to use the Interstate Student Data Transfer Note (ISDTN) in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Standing Council on School Education and Early Childhood (see: <http://scseec.edu.au>).

**Q Do we have to use the ISDTN procedure?**

A Yes. It is important to use the ISDTN so that relevant information may be shared that will help the smooth transition of your child to the new school.

**Q Do schools have to respond to an Interstate Student Data Transfer Note request?**

A Yes. Schools are required under joint ministerial protocols to respond to all Interstate Student Data Transfer Note requests.

**Q Will I and/or my child be able to see the information on the Transfer Note when it comes back to my child's new school?**

A Yes, you can request to be given the opportunity to discuss the information received from the previous school.

**Q Who at my child's new school will have access to the information that comes back on the Transfer Note and how will it be stored?**

A The information will only be seen by staff who have direct involvement with your child. Student information is stored securely in the student's record file. This is the same as any information collected when you enrol your child.

**Q If I do not wish my child's new school to contact my child's previous school, can I still enrol my child?**

A Your child's application can continue to be considered. Cases will be considered on an individual basis (keep in mind that completion of enrolment may depend on whether the parent/guardian is applying for a government or non-government school).

**Q How will the information be sent to my child's new school? I am worried that it could get lost in the process.**

A The information may be sent via an educational courier service, email, fax or post. Whenever the school is dealing with student information every measure possible is taken to ensure information is transferred securely and safely.

**Q What if my child has been to more than one school this year? Do you want information from all of the schools?**

A Generally your child's last school will be sufficient, unless your child was there for a very short period of time. However,

if we receive sufficient information from the last school regardless of length of enrolment we may not need to contact any other previous schools.

**Q How far back does the information gathered have to go?**

A For academic information, data from the previous 2 terms will be sufficient. Attendance information is usually requested for the previous 12 months where possible and information on health care needs and behaviour relates to the duration of your child's time at the school.

**Q How can a few pages of information give an accurate picture of my child's achievements at the previous school?**

A We realise your child's whole school experience cannot be captured in a few pages. The information collected is designed to indicate specific areas of need. It is not designed to give a complete picture but provides an opportunity for the new school to seek further information on which to base the provision of an educational placement and programme for your child.

**Q We are moving to a new suburb once we find permanent accommodation and might just be at your school for a couple of months. Should we wait and let the new school that we end up at permanently send to my child's previous school for information rather than you doing it now?**

A The Transfer Note process is quite quick and the information gathered enables us to provide a meaningful programme, even if it is for a short time. We can then pass this information on to the new school when you move again.

**Q I wish my child to have a fresh start at your school and I don't want the new teachers to know about my child's past.**

A You don't have to give permission for us to collect information about your child from your previous school but if you do, it is better for your child. We can provide a better educational programme for your child if we have a sense of what their needs are. The information will not be used to bias our opinion of your child, rather decisions will be made to achieve positive outcomes for your child.