

# Interstate

## Student Data Transfer Note

### Parent/Guardian Fact Sheet

#### Moving schools interstate

Whenever you move schools it is helpful for us to have information about your child's needs and abilities. This helps our school to make the best placement possible for your child and provide them with the support they need, both in and out of the classroom, to get the most out of their education. This is particularly important when you make a move interstate – you may also have moved between a government and a non-government school, or the other way around. Governments and education authorities

across Australia have agreed to put into place a standard system which will help provide information about your child when they move to a school in a different state. The system is called an 'Interstate Student Data Transfer Note' (ISDTN).

Schools should use the ISDTN in accordance with the protocols agreed by the Standing Council on School Education and Early Childhood (see: <http://scseec.edu.au>).

#### What does this mean for me when I enrol my child at a new school?

We will ask you, and if appropriate your child, to sign a form giving us permission to obtain information regarding your child from your previous school. If your child has come from a non-government school, and you have previously consented to the transfer of information relating to your child, this may not apply to you. The sort of information which we will want to collect from your previous school using the Transfer Note is:

- your child's personal details such as name and date of birth;
- the details of the previous school your child attended; and

- an outline of your child's attendance, progress in learning areas/subjects, areas of interest/talent, support and health care needs.

Some information is best followed up by us through a phone call or discussion with your child's previous school and so you will also be asked to give permission for this to happen. If you do give your permission then we will use the Transfer Note to collect this information to ensure we can plan the best educational and social outcomes for your child.

#### Who will see the information collected on the Transfer Note?

The information collected on the Transfer Note will, subject to any legal requirements to the contrary, only be seen by staff (this could include administrative staff) who have direct involvement with your child and the information will not be released outside

your child's educational context. The safety and security of any information about your child is a priority for all schools at all times and this information will be treated with care and attention to ensure privacy and confidentiality.

#### What are the benefits for my child?

By having a Transfer Note which helps us collect information about your child, we will be able to plan more accurately for their individual needs. A standard system makes the transfer of

information fair and consistent. Also, the information given to us will be organised, understandable and help us to provide the best possible outcomes for your child during their move.

#### How can I get more information and ask some questions?

You can talk more about the Transfer Note with your child's new school or you can visit the Standing Council on School Education and Early Childhood (SCSEEC) website at: <http://scseec.edu.au>.