

Specialist School Enrolment Process

Students from Interstate/Overseas

- Parents will contact the Executive Officer of Appraisals (6205 0088)
- All Disability Education options within the ACT will be explained. Parents will be asked to ring back when they have an address in the ACT and will be referred to the appropriate Senior Psychologist
- Students living in **NSW** will be processed by the Specialist school as per the *Enrolment in ACT Schools* policy. ACT residents have priority in ACT Public schools



Students in the ACT

Step 1: Parent/carer meet with School Psychologist

- Eligibility for Specialist School determined



Step 3: DEPA Completed and Submitted

- Disability Education Program Application (DEPA) completed and signed by parent/carer.
- School Psychologist sends a scanned copy to:
 - Senior Psychologist for confirmation (*email approval required only*)
 - Executive Officer of Appraisals for ETD records



Step 2: Parent/Carer meet with School Principal

- Tour of School
- Discussion of application process



Step 4: Confirmation of DEPA

- If eligibility is confirmed, School Psychologist informs Principal and provides them with the appropriate application information
- If eligibility is not confirmed, school Psychologist discusses other options with the family. Senior Psychologist to notify Executive Officer of Appraisals



Step 5: Formal Enrolment

- School contacts the parent/carer to notify of eligibility
- Parents complete school enrolment form
- Student enrolled on MAZE