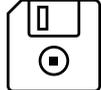


# Year 6-7 Placement Parent/Carer Quick Reference Guide

**NOTE:** This Quick Reference Guide is to be shared only with parents/carers of Year 6 students at your school.

**Submitting a Year 6-7 placement application is quick and easy using a device of your choice**

## Before you begin

 <p>Google Chrome is the recommended browser</p> <p><i>VicStudents works on all browsers</i></p>	 <p>The portal is accessible on laptops, mobiles and tablets</p>	 <p>Use the <b>Save</b> button if you need to walk away</p>
 <p>Register with the primary user email address for application purposes</p>	 <p>Check your details are complete <b>before</b> submitting</p> <p><i>You cannot edit after submission</i></p>	 <p>Have all relevant digital documents ready as they <b>must be uploaded</b> to your application</p> <p><i>For example, Proof of Name and Date of Birth, Proof of Address, Proof of Residency</i></p>

## Understanding your Year 6-7 placement email

At the start of Term 2, placement information will be sent to the primary parent/carers email address. This email address **must** be used for registration by selecting the [link](#) provided. Please note that you will not be able to submit your student's Year 7 placement application before receiving this email. Please contact your school if you have any questions.

## Register for an account

1. Select the following link: <https://students.educationapps.vic.gov.au/s/>
2. Select **Register**
3. Read the acknowledgement and select **Continue**
4. Enter the requested parent/carers details (not student details)
5. Check for verification email sent to your inbox (check spam folder)
6. Select the link emailed to you to complete registration

**Create a VicStudents parent/carers account**

\* Parent/Carer First Name

\* Parent/Carer Last Name

\* Parent/Carer Email Address

\* Confirm Parent/Carer Email Address

\* Parent/Carer Mobile Number

**Register**

7. Set a new password when prompted
8. Select **Change Password**
9. You will land on the portal homepage

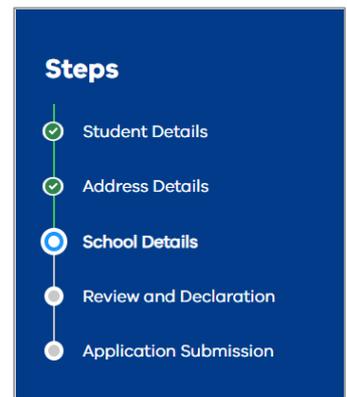
## Ongoing access to the portal

1. Select the link <https://students.educationapps.vic.gov.au/s/>
2. Enter your credential details
3. Select **Log in**
4. When logging in on a new device, you will be prompted for a verification code
  - Check your email for the code
  - Enter code and select **Verify**
5. This will open the VicStudents portal homepage
6. Manage your **Profile**, **Settings** and **Logout** via the menu



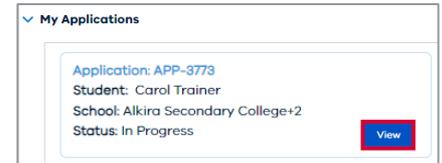
## Submit Year 6-7 application

1. Select **Enrol in a Victorian Government School** from the homepage
2. Read **Before you start** to check eligibility then select **Get Started**
3. Navigate to the **My Students** section of the portal homepage
4. Select **Start Year 7 Application** on the card displaying your child's name
5. Read the **Privacy Collection Notice** and then select **Continue**
6. Review pre-filled **student details** (if any changes are required, please contact your primary school)
7. Confirm **address details** or update if required (if updated, please select **Upload Files** to include supporting documentation)
8. Use [Find My School](#) to view a map of available government schools, including your designated neighbourhood school
9. Enter **school details** to nominate up to 3 secondary schools, and name any siblings
10. Read **Review and Declaration** and check all details have been provided and are correct, then tick the confirmation boxes
11. Select **Submit**
12. Read the review confirmation and select **Proceed with Submission**
13. The status will be updated



## View an application

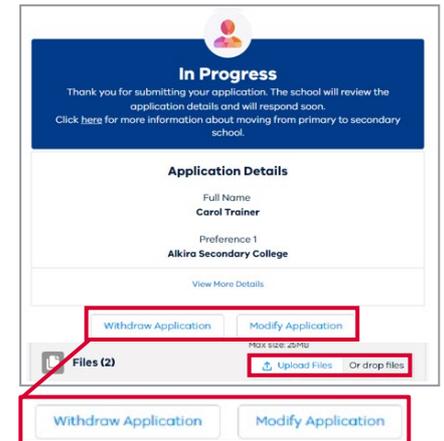
1. Navigate to **My Applications** section on the homepage
2. Select **View** to monitor and manage the relevant application



## Modify, withdraw or add files to an application

14. To make changes prior to the placement application due date\*
  - **To update:** select **Modify Application** and edit as needed (modifying your application will close your existing application and replace it with a new one)
  - **To withdraw:** select **Withdraw Application** and enter a reason – contact the primary school if required
  - **To add files:** select **Upload Files** or **drop files** into the application

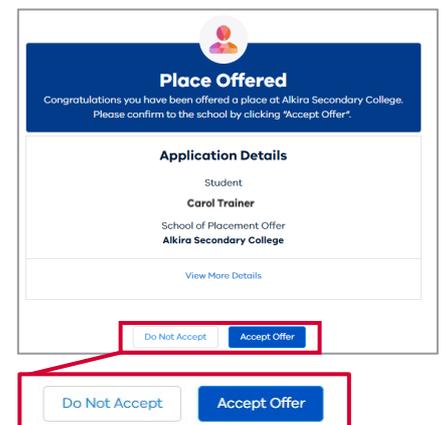
\*NOTE: If you would like to make changes to your application after the placement application due date, please contact your primary school



## Accepting or not accepting a placement offer

**IMPORTANT NOTE:** All placements **must** be accepted via the VicStudents portal

1. When a secondary school makes an offer of placement, you will be notified via the portal and email
2. Select **Respond to placement offer** in the email to be redirected to the portal homepage
3. Navigate to the **My Applications** section
4. Select **View** on application with a 'Place Offered' status
5. Select **Accept Offer** to accept the placement
6. If **Do Not Accept** is selected, a reason will need to be entered - please contact the primary school with further details



## We're here to support you

If you have any questions regarding your placement, please contact your school. For information about this process, additional resources are available on the Victorian Government website:

- [Information on moving from primary to secondary school](#), including a Placement Information Pack for parents/carers which contains a timeline and answers to frequently asked questions
- [School zones](#)