MONBULK PRIMARY SCHOOL

Respect - Courage - Compassion - Co-operation

1 Main Rd, Monbulk Vic 3793



Ph (03) 9756 6481 Email Monbulk.ps@education.vic.gov.au

Student Insight Digital Enrolment – Foundation (Prep) enrolments

Thank you for your interest in enrolling your child at Monbulk Primary School

Our school is using an online system for new Foundation (Prep) enrolments.

To get started

- Visit <u>https://students.educationapps.vic.gov.au/s/</u> to create an account and complete the online application form **by Friday 25 July 2025**. If you would prefer to submit a paper application form, please contact us.
- We will then review the information submitted and be in contact with you **between Monday 28** July and Friday 8 August 2025 (for applications submitted by the due date of 25 July 2025).
- You should accept <u>one</u> enrolment offer **by Friday 22 August 2025**. When accepting an offer, you will be required to provide additional personal and health information that will be shared with the school.

Is VicStudents secure?

VicStudents has been assessed by the Department of Education to a high degree of security in line with the <u>Victorian Protective Data Security Standards</u> and is compliant with ISO 27001, the leading international standard for information security.

More information

The Department of Education has created a Quick Reference Guide to help you get started. The guide is attached below.

For more information about enrolling your child into a Victorian government primary school, visit <u>Enrolling</u> in Foundation (Prep).

Please contact us via email at <u>Monbulk.ps@education.vic.gov.au</u> or phone (03) 9756 6481. We're here to help and will get back to you quickly. We look forward to your application.

Best Regards,

Estelle Alder Principal Monbulk Primary School

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VicStudents Digital Enrolment Parent/Carer Guide

Enrolling your student is quick and easy using the device of your choice.

Register for a VicStudents 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 your details (parent/carer details, not student details)
- 5. Check your inbox for verification email (check spam folder)
- 6. Select the link emailed to you to complete registration
- 7. Set a new secure password when prompted
- 8. Select Change Password
- 9. You will land on the VicStudents portal homepage

Ongoing access to the VicStudents portal

- 1. Select the following link: https://students.educationapps.vic.gov.au/s/
- 2. Enter your email address and password
- 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. You will land on the VicStudents portal homepage
- Manage your **Profile** and **Logout** via the menu



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Submit an enrolment application

Before starting, have relevant digital documents ready to upload to your application eg. proof of address, proof of name and date of birth

- 1. Select Enrol in a Victorian Government School from the homepage
- 2. Read Before you start to check eligibility then select Get Started
- 3. Select Apply from the Enrolment homepage
- 4. Select New Student and answer the mandatory questions related to your student
- 5. Read the Privacy Notice then select Continue
- 6. Complete details for student, address, school and family sections
- 7. Select up to three school preferences
- 8. Select I understand to acknowledge that only one school offer can be accepted
- Note: Use the save button to save a draft and return later to complete and submit the application
- 9. Upload relevant requested documents
- 10. Read Review and Declaration and check all details are complete and correct, then tick the acknowledgements

Note: Once submitted enrolment application details cannot be changed

- 11. Select Submit
- 12. Read the review confirmation and select Proceed with Submission
- 13. Select Close in the Application Submission screen to return to the VicStudents homepage

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* I confirm and declare that the information I have provided in this application is correct and up-to-date and is not mis v omission or otherwise.

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- 1. Select Enrol in a Victorian Government School from the homepage then select Get Started
- 2. Navigate to My Applications section, or click on Applications on top menu bar
- 3. Select View to monitor and manage the relevant application
- 4. Monitor the application by viewing the application details and status bar
 - · Select View More Details to view application details
 - · Select Upload Files or drop files to add files to the application
 - · Select Withdraw Application and enter a reason, which will change the status to Closed

Accept or do not accept an offer

IMPORTANT NOTE: All offers must be accepted via the portal.

When a school makes an offer, you will be notified via the portal and by email. **Note:** Your email will include a link the to the VicStudents portal.

- 1. Navigate to the Enrolments homepage
- 2. Navigate to the My applications section
- 3. Select View on an application with status 'Place Offered'



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Digital Enrolment

- Select Proceed with Acceptance to accept the enrolment offer, or Do Not Accept to decline the offer. (You will only be able to accept one offer)
 - If selecting Do Not Accept, enter a reason and the application will be closed.
 - If selecting Proceed with Acceptance you can only accept one offer. Select I understand to confirm and proceed.
- 5. Read the Privacy Collection Notice and select Continue to complete the online enrolment form.
- 6. Enter details for each section of the enrolment form

NOTE: Use the save button to save a draft and return later to complete and submit the enrolment form

- 7. Upload relevant requested documents
- 8. Read Review and Declaration and check all details are complete and correct
- 9. Tick the confirmation boxes and select Submit
- Read the confirmation of review and select Accept Offer NOTE: The student's personal and health information will be shared with the school
- 11. A notification will be sent via the portal and by email when the school finalises the application.

We are here to support you

If you have any questions regarding your student's enrolment, please contact the school. For information about this process, visit https://www.vic.gov.au/how-to-enrol-your-student-in-a-school

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