PARENT GUIDE

Enrolments

Creating a student profile and enrolment application for your child

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Enrolling your child – existing parent

When you need to make an enrolment application for your child, you can do so by going to the **Tools** menu (cog icon) in your parent portal and selecting **Family and Enrolments**.

Before you start

To make an enrolment application, you must first have a student profile for your child or children.

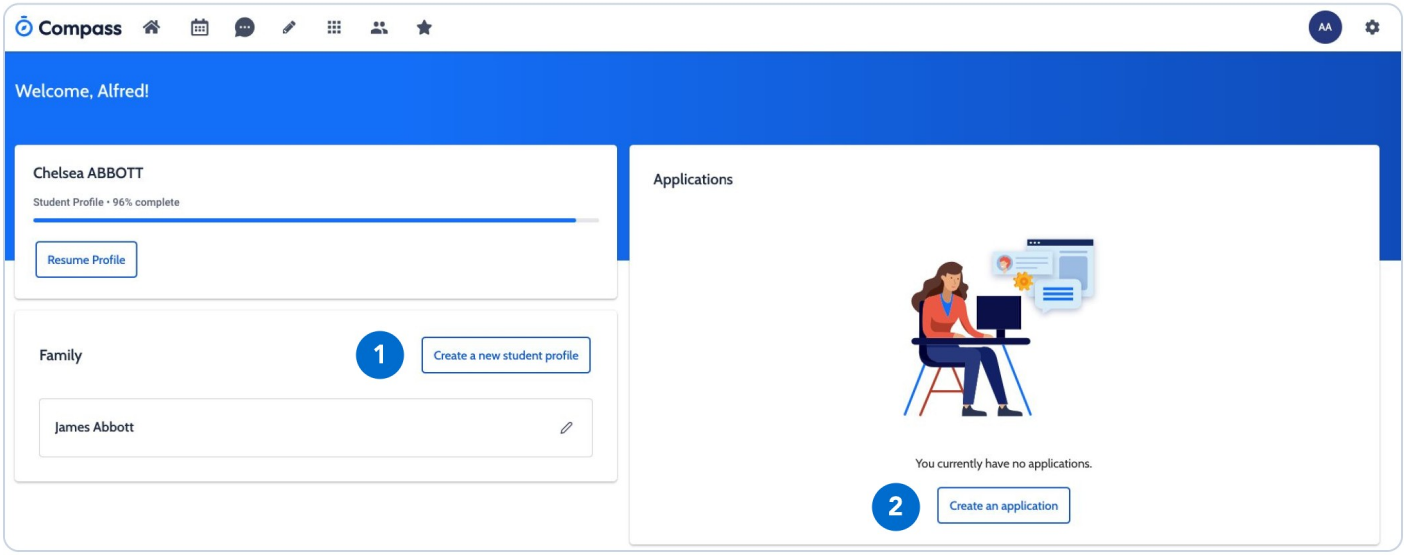
Under the **Family** section of the page (left-hand side), you will see any of your existing children who are students listed. If you have a child newly starting school, you will need to first create a student profile for that child before you can create an enrolment application.

1 Create a student profile

Click 'Create a new student profile'. This will take you to a page where you work through a series of sections to complete your child's student profile.

2 Create an application

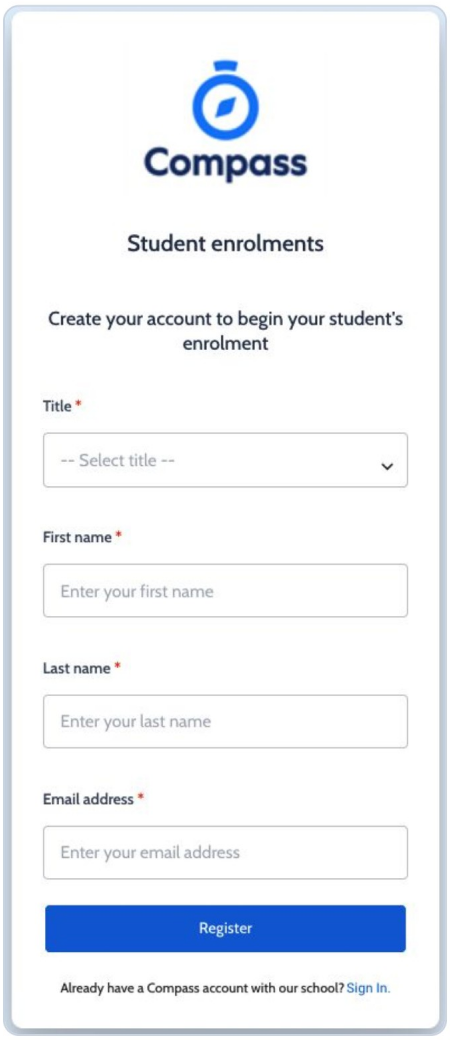
Click 'Create an application' to work through a series of sections to complete the enrolment application for your child.



1 'Create a new student profile' · 2 'Create an application'

Enrolling your child – new parent

If you do not have an existing account, you will need to go through the enrolments self-registration process via the self-registration page. An email confirmation will be sent with login credentials after registration. Once you have created a unique password, you will be directed to the Enrolments page.



The self-registration page

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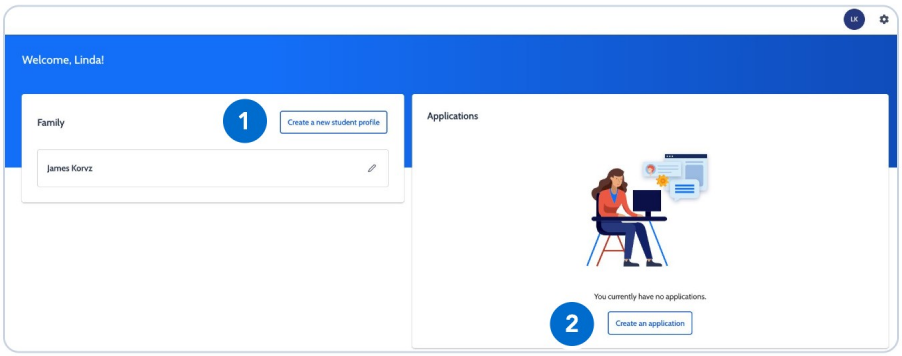

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