

Policy and Procedure Register updates

Summary of changes to:

Enrolment in state primary, secondary and special schools procedure

1. Reason for new/updated policy or procedure (select all that apply)

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| ☐ Change of policy/procedure requirements | ☐ Audit/review recommendation |
| ☒ Change to legislation/delegations | ☐ Due for review ☐ Other |

Amendments were made to the *Education (General Provisions) Act 2006* in October 2025 which will make the use of student transfer notes mandatory, with an increased focus on the safety and wellbeing of students and school communities, when students move between schools in Queensland. Previously, the use of transfer notes was optional. This legislative change takes effect from October 2026 (i.e. Term 4, 2026). Under the amendments, principals do not have to request a transfer note where they already have access to the information that would be included in a transfer note.

2. Summary of changes

Procedure:

- Added reference to management of personal or sensitive information in the *Overview* section for clarity.
- Included a responsibility (existing and longstanding) for principals under the *Responsibilities* section to provide a completed transfer note when requested by a principal or parent/carer (or student if mature age or independent) for clarity.
- In the *Process* section, the content under 'If the prospective student is transferring from another school within Queensland' has been moved to after assessing entitlement to enrol to align with legislative change where a transfer note is to be requested after a student has been enrolled.
- Sub-headings added in the *Process* section under 'If the prospective student is transferring from another school within Queensland' to distinguish between the different circumstances where a transfer note is used or not required.
- To reflect legislative changes, new requirements added:
 - a transfer note must be requested from the previous school principal by the new school principal within 90 days after the student has enrolled at the new school, unless the new school principal already has the information that would be included in a transfer note; and
 - the transfer note is to also include any information about the student that the previous or former principal reasonably believes is necessary to help the new school principal protect the safety and wellbeing of the student and members of the school community
- For red tape reduction, advice added that:

- principals do not have to request a transfer note where they already have access to the information that would be included in a transfer note, and how only specific information can be requested if required; and
- new functionality in OneSchool to generate a transfer note.
- New additional terminology to align with legislative amendments – ‘former’ school.
- Guidance added on how the completed transfer note and related documents should be provided to the new school principal (i.e. secure email or registered post).
- Additional terms in *Definitions* table – ‘former school’, ‘previous school’, ‘related document’, and ‘transfer note’.

Supporting documents:

- *New Guidelines - Information sharing for student transfer notes between schools within Queensland* (to be published on OnePortal) to assist principals to determine whether information is proportionate and proactive and can be shared when a student changes schools.
- *New Frequently asked questions for parents/students – Student transfer note* – to assist parents/students with their understanding of the transfer note and information sharing.
- *Student transfer note fact sheet* – amendments made to include updated process, additional FAQs, and guidance on sharing information outside of the transfer note process.
- *Notice – Request for student transfer note* – option added to request specific information only in a transfer note.
- *Student transfer note* – outdated terminology has been updated, Education Adjustment Program (EAP) questions removed and replaced by a question on Nationally Consistent Collection of Data on School Students with Disability, educational support question simplified, and a new question added on safety and wellbeing information to address legislative requirements.

3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*? ☒ Yes ☐ No

If yes, select the type of change: (select all that apply)

☒ Revised responsibilities ☐ New/additional responsibilities ☐ Removed responsibilities

Position title	Summary of change	Page#
Principals – state primary, secondary and special schools	A transfer note must be requested from the previous school principal by the new school principal within 90 days after the student has enrolled at the new school, unless the new school principal already has the information that would be included in a transfer note.	5
	When completing the transfer note, the previous or former school principal must also include any information about the student that they reasonably	5

	believe is necessary to help the new school principal protect the safety and wellbeing of the student and members of the school community.	
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4. Communication and support for implementation

The updated procedure will be promoted to state schools and regional staff through standard communication channels (e.g. ConnectEd, OneSchool homepage message, email to regions) and online capability session/s. Knowledge Base Articles will also be published on the department's Services Catalogue Online.

For further assistance, please contact:

- Procedure contact:

For general information on enrolment, please contact your [closest regional office](#).

Procedure effective: 06 October 2026, version 7.13