

Interstate

Student Data Transfer Note

Form 4 - Interstate Student Data Transfer Note Protocol

FOR USE BY GOVERNMENT SCHOOLS

Schools are required to use the Interstate Student Data Transfer Note (ISDTN) in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Standing Council on School Education and Early Childhood (see: <http://scseec.edu.au>).

This protocol is for use when a student enrolls from an interstate government or non-government school. The protocol and the Interstate Student Data Transfer Note should be read in conjunction with the accompanying flow chart. These can be found at <http://scseec.edu.au>.

PURPOSE

- The purpose of the Interstate Student Data Transfer Note (ISDTN) is to facilitate the timely transmission between schools of information about students who move interstate.
- The ISDTN is designed to contribute to the student's positive adjustment to the new environment by enabling the new school to access timely information about a student's prior school experience.
- The ISDTN should be used in conjunction with existing school information systems. It is not a substitute for a more comprehensive assessment and diagnosis procedure necessary to ensure that all of the new student's needs are met.

PROCEDURES

- It is the responsibility of the school, at which the student is seeking or has been accepted for enrolment, to initiate the request for information from the student's previous school. The previous school in turn is responsible for providing information to the new school within five working days.
- To initiate the request for information, the principal (or his/her delegate) must, at the time of enrolment of a new student whose previous school is located interstate, ask the parent/guardian and where applicable the student to sign a consent form authorising the new school to seek information from the previous school (see also "Consent" below).
- Upon obtaining Part A consent of the ISDTN, the new school must send a copy of the signed consent form along with the ISDTN to the student's previous school.
- If Part A consent of the ISDTN is not obtained the principal (or delegate) must seek Part B consent of the ISDTN.
- If Part B consent of the ISDTN is gained the new school informs the previous school of the student's enrolment only.
- Upon receiving the ISDTN, the principal (or delegate) of the new school may decide to seek further information from the contact person nominated by the previous school, where this is appropriate in the professional judgement of the principal, to assist with the placement of the student.
- Follow up action can be by mail, email or telephone depending on what is most expedient in the circumstances.
- The further information from the previous school may take the form of a verbal report or written records such as student files, reports or folios.
- The previous and new schools both keep a record of information exchanged as part of this process.
- The aim of the ISDTN is to provide 'flags' for the new school regarding educationally significant information about the student. Therefore, notwithstanding the professional judgement of the principal, schools are strongly encouraged to follow up 'flagged' information with the previous school.

PROCEDURES (continued)

- The quantity, nature and form of the information transferred by the previous school to the new school will be determined by the availability of the relevant information and the professional judgement of both principals (or delegates) as to what is necessary to facilitate the student's adjustment in the new school. When considering what information should be sent, the safety of students and staff is paramount.
- When following up with the previous school on 'flagged' information fields both the new and previous schools are responsible for ensuring only information relating to the 'flagged' field is exchanged.
- Both schools are responsible for the appropriate recording and safe-keeping of information. The information must only be made available to staff of the school or education authority on a need-to-know basis. The information must be managed in accordance with relevant state and Commonwealth legislation, policy and procedures.
- Once information has been obtained from the previous school, the principal of the new school must give the parent (or guardian) and, where appropriate, the student the opportunity to discuss the information when requested.
- On some occasions students arrive at the new school with sufficient information for the enrolment process to be considered and/or completed. In these cases, the new school must still use the ISDTN form to advise the previous school of the student's new enrolment, if consent has been given for the transfer of this information.

CONSENT

Government schools are required to gain parent and/or student consent to receive student information data from the student's previous government or non-government school.

- Before the new school requests information from the previous school, the parent (or guardian) and the student, where appropriate, must sign Part A consent of the ISDTN.
- In the case of primary school children and secondary school students less than 16 years of age, the consent of the parent (or guardian) is sufficient.
- In the case of secondary school students 16 years of age or older, the consent of both the parent (or guardian) and the student should be obtained. There is a separate form for student consent (Form 2 – Student Consent Form).
- Once Part A consent of the ISDTN has been obtained, the principal (or delegate) must provide a copy of the signed consent to the previous school either by mail, fax or email as a scanned file.
- If the parent/guardian (or, where required, the student) does not give Part A consent, it is good practice for the principal (or delegate) to invite the parent and student to provide whatever information they can about the student's prior schooling experience and interests.
- If the parent/guardian (or the student) gives Part B consent, the new school will advise the previous school of the student's enrolment at the new school only.
- If the parent/guardian (or the student) does not give Part B consent of the ISDTN then no further action is taken by the new school.
- In certain situations the principal of the school that the student is leaving may have reasonable concerns that transfer of some information is needed to prevent a serious risk to the student and/or public health and safety. In these cases the principal should contact the Privacy Officer in their state/territory education department or education authority for advice about the transfer of information without parent/guardian or student consent. As in all other cases, it is important that any transfer of information is completed within five working days following a request from the student's new school.

ACCOUNTABILITIES

| New School | Previous School |
|--|---|
| <p>The new school is responsible for ensuring the safe-keeping of the information obtained and preventing unauthorised disclosures.</p> <p>Upon receipt of the completed ISDTN, the principal (or delegate) of the new school promptly requests any additional information that he/she deems necessary.</p> <p>If Part A or Part B consent is gained the principal (or delegate) of the new school must inform the previous school of the student's enrolment.</p> | <p>The previous school is responsible for ensuring the accuracy, currency and appropriateness of the information transferred.</p> <p>The previous school is responsible for responding within <u>five</u> working days to requests for information from the new school where the parent/guardian (and student where appropriate) has given consent.</p> |
| <p>Parents can request to see all information received from a student's previous school.</p> | |
| <p>Principals are accountable for the enrolment of students and maintaining accurate and effective enrolment data about students.</p> | |
| <p>Both schools retain a copy of the signed ISDTN consent.</p> | |
| <p>In addition to these protocols, schools must ensure compliance with other requirements, including but not limited to: legislation and policies concerning record management, privacy and child protection policies.</p> | |

HOW THE NEW SCHOOL SHOULD USE THE INFORMATION OBTAINED

- It is the responsibility of the new school to ensure that the information obtained about the student's previous schooling experience, interests and support needs is used to support placement and pastoral care processes.
- Whilst the information needs to be safeguarded from unauthorised disclosure, it is important that the principal (or delegate) of the new school makes the information promptly available to teachers and other professional staff at the school as is necessary to facilitate the early adjustment of the new student.