

## Process for state school-based students

To be read in conjunction with the [Enrolment in state primary, secondary and special schools procedure](#) and the [Flexible arrangements involving an alternative education provider procedure](#).

Enrolment decision

Base school principal submits [SDE Application for student enrolment form \(state school-based students\)](#) to the SDE on behalf of the student.

SDE principal determines whether the prospective student is entitled to be enrolled in a component of distance education

NO

SDE principal notifies base school principal

YES

SDE principal notifies base school principal and SDE commences provision of service to student as soon as practicable (e.g. from their intended start date)

SDE enters enrolment information in [OneSchool](#) and ensures enrolment details (including SDE enrolment reason) are recorded in [OneSchool](#)

Fee decision

A distance education fee does not apply in this situation.