EXAMPLE
Queensland Pathways State College Referral Form

Please email completed form to College Administration at
enrolments@qpsc.eq.edu.au

Campus location student is applying for:

Select Campus:

Referring Organisation:	
Contact person:	
Position:	
Phone and email:	
Parent/Guardian Name:	
Relationship to the student:	
Phone and email:	
Custody, care or protection orders, resi-care (give detail):	
Student legal name:	
Student preferred name:	
Pronouns:	
Date of birth:	

Current enrolled school: *If not referring organisation*		*If not enrolled, what was the last school they attended*
Current year level:		*If not enrolled, what year level should the student be in*

Does the student identify as:	Aboriginal	Torres Strait Islander	Both	N/A

Country of Birth:		Main language spoken at home:	
Current attendance rate:	%		
Other support agencies involved with student:			

Is the student on current student disciplinary action (SDA)?	Yes	No
Attached OneSchool student profile or last report card (non-EQ)?	Yes	No
Has the parent/guardian approved this referral (and if relevant, documented in OneSchool as contact)?	Yes	No

Academic History:
Summary of 12-month academic history, including qualifications the student has achieved.

Presenting Challenges:
Describe your understanding of circumstances that have led to student disengagement from mainstream schooling.
Provide relevant information on the following contributing factors:

- *Previous school experiences*
- *Contributing factors (family disruption, chronic health considerations, care arrangements, substance use, living circumstances)*
- *Influencing/ motivating factors (absences, disrupted schooling, social/ emotional challenges)*
- *Ongoing/ maintaining factors (access, health and psycho-social challenges, academic and/ or social challenges, refusal to engage/ participate)*
- *Protective factors (safety at school, external agency connections, strengths/ abilities, future goals)*

Educational Impact:
Outline observed or reported impacts of the student's disengagement.
Examples may include:

- *General information*
- *Behaviour*
- *Levels of academic challenge*
- *Social interactions*
- *Living arrangements*
- *Health & wellbeing concerns impacts*

Educational Support Provisions:
Provide detail regarding known educational supports and/ or adjustments provided in school-setting.
Include information about any:
- *Adjustments at school e.g. timetable adjustments, flexible times, motivation techniques*
- *Engagement with DOE support services e.g. school-base, regional*
- *Duration and frequency of support*
- *Support plans and programs*

Interagency Supports:
Provide relevant detail of supports provided outside of school.
Include information that may assist student's enrolment:
- *Referrals to community/ health/ government agency support services e.g. CYMHS, Evolve, Community Supports, Forensic CYMHS, NGOs, YJ, IOUI, Health Practitioners. etc.*
- *Frequency and duration of targeted support*
- *Support plans and/ or programs*
- *Relevant Assessment/ reports*
- *Case Worker/ Case Manager as point of contact*

Additional documentation available (please select if applicable):

AIMS Record	DDA Disability/NCCD	Complex Case Record
EAL/D	Legal/Custody	Out of Home Care
Other		

Supporting documentation may be required:

- Any confidential diagnostics, details of offending history, etc. will need to be provided to relevant school staff (i.e., Guidance Officer or School Principal) before commencing at the College to ensure support measures are considered and in place.

- For students with banked QCAA results, please **attach screen shots of their QCAA Learning Account -** VET enrolments, Subject enrolments and QCE eligibility pages.

Please note, should QPSC request further confidential documentation we will ensure privacy of information protocols are adhered to according to Department of Education Policy. This request for further information is to ensure the right supports are in place before the student commences enrolment.