REGISTRATION OF STUDENTS

This information sheet explains the procedure for registering students in the SACE. Student registration (the entry of personal information and the allocation of a SACE registration number) is necessary before enrolment in subjects can occur.

Students must be registered in the SACE — that is, allocated a SACE registration number — before they can receive results. SACE coordinators are responsible for the registration of all students for whom a subject counselling and SACE tracking responsibility is accepted.

Student registrations must be completed on *DATEX Online* by *Wednesday 4 April.* After that date new students should be registered as soon as possible.

Students are allocated a SACE registration number after providing specific personal information. They must provide full and accurate details (i.e. family and given names, gender, and date of birth) to avoid being allocated a second SACE registration number. SACE coordinators are requested to undertake a search using *DATEX Online* for all students new to the school to check that no previous SACE registration exists.

After allocating a SACE registration number, the SACE Board issues a SACE registration slip to each new student for completion and return to the SACE Board. No certificate or results can be issued without a signed and completed SACE registration slip. The SACE Board will distribute SACE registration slips in the *weeks beginning 30 January, 30 April,* and *16 July* (see Information Sheet 27/12).

PAPER SCHOOLS

Students are allocated a SACE registration number after submitting specific personal information to the SACE Board on a student registration form (Form 21/12). They must provide full and accurate details (i.e. family and given names, gender, and date of birth) to avoid being allocated a second SACE registration number. Students should be advised to complete their personal details (including their address) carefully as their formal certification documents will be based on the information supplied on the form.

The details of new SACE students must be submitted to the SACE Board on student registration forms by *Wednesday 4 April*. After that date new students should be registered as soon as possible.

Any students who arrive at your school during Year 11 or Year 12 should be treated as transfers-in. It is possible that such students have already completed SACE subjects or been registered as SACE students at a previous school. The transfer-in procedures are contained in Information Sheet 47/12.

Ethnic Schools and Specialist Subject Schools

In most cases students at ethnic schools and specialist subject schools will have a SACE registration number allocated to them by the SACE Board through their contact school. SACE coordinators at these schools should ask students to provide this number in order to complete subject enrolment forms (Form 33/12) by *Wednesday 4 April*.

If students are not studying any other SACE subjects or do not have a contact school (e.g. they are adult students who are not attending any other school), a request for student registration (Form 19/12) should be completed by ethnic schools and specialist subject schools and forwarded to the SACE Board by *Wednesday 15 February*.

For students who are not studying any other SACE subjects but who have contact schools, ethnic schools and specialist subject schools will complete a request for student registration (Form 19/12) and forward it to the SACE Board, and complete Form 20/12 and forward it to the contact schools, notifying them that an application for student registration has been made.