







Year 6-7 Placement Parent/Carer Quick Reference Guide

NOTE: This Quick Reference Guide is to be shared only with parents/carers of Year 6 students at your school.

Submitting a Year 6-7 placement application is quick and easy using a device of your choice

Before you begin

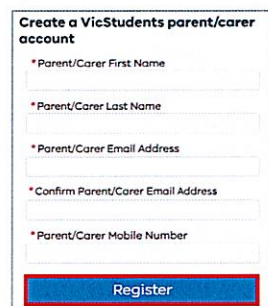
 <p>Google Chrome is the recommended browser</p> <p><i>VicStudents works on all browsers</i></p>	 <p>The portal is accessible on laptops, mobiles and tablets</p>	 <p>Use the Save button if you need to walk away</p>
 <p>Register with the primary user email address for application purposes</p>	 <p>Check your details are complete before submitting</p> <p><i>You cannot edit after submission</i></p>	 <p>Have all relevant digital documents ready as they must be uploaded to your application</p> <p><i>For example, Proof of Name and Date of Birth, Proof of Address, Proof of Residency</i></p>

Understanding your Year 6-7 placement email

At the start of Term 2, placement information will be sent to the primary parent/carers email address. This email address **must** be used for registration by selecting the [link](#) provided. Please note that you will not be able to submit your student's Year 7 placement application before receiving this email. Please contact your school if you have any questions.

Register for an account

1. Select the following link: <https://students.educationapps.vic.gov.au/s/>
2. Select **Register**
3. Read the acknowledgement and select **Continue**
4. Enter the requested parent/carers details (not student details)
5. Check for verification email sent to your inbox (check spam folder)
6. Select the link emailed to you to complete registration



Create a VicStudents parent/carers account

* Parent/Carer First Name

* Parent/Carer Last Name

* Parent/Carer Email Address

* Confirm Parent/Carer Email Address

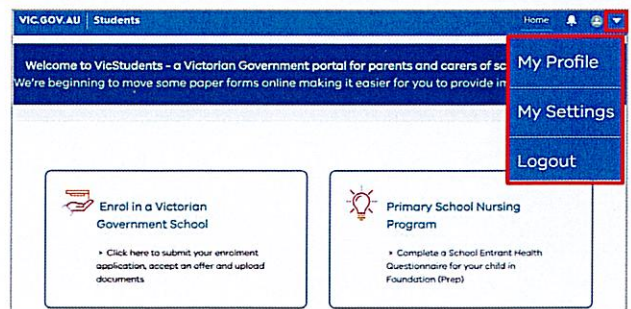
* Parent/Carer Mobile Number

Register

7. Set a new password when prompted
8. Select **Change Password**
9. You will land on the portal homepage

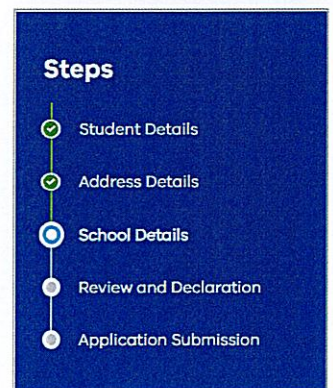
Ongoing access to the portal

1. Select the link <https://students.educationapps.vic.gov.au/s/>
2. Enter your credential details
3. Select **Log in**
4. When logging in on a new device, you will be prompted for a verification code
 - Check your email for the code
 - Enter code and select **Verify**
5. This will open the VicStudents portal homepage
6. Manage your **Profile**, **Settings** and **Logout** via the menu



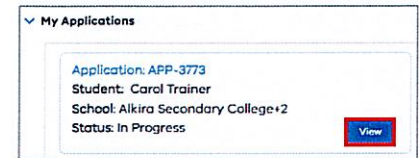
Submit Year 6-7 application

1. Select **Enrol in a Victorian Government School** from the homepage
2. Read **Before you start** to check eligibility then select **Get Started**
3. Navigate to the **My Students** section of the portal homepage
4. Select **Start Year 7 Application** on the card displaying your child's name
5. Read the **Privacy Collection Notice** and then select **Continue**
6. Review pre-filled **student details** (if any changes are required, please contact your primary school)
7. Confirm **address details** or update if required (if updated, please select **Upload Files** to include supporting documentation)
8. Use [Find My School](#) to view a map of available government schools, including your designated neighbourhood school
9. Enter **school details** to nominate up to 3 secondary schools, and name any siblings
10. Read **Review and Declaration** and check all details have been provided and are correct, then tick the confirmation boxes
11. Select **Submit**
12. Read the review confirmation and select **Proceed with Submission**
13. The status will be updated



View an application

1. Navigate to **My Applications** section on the homepage
2. Select **View** to monitor and manage the relevant application

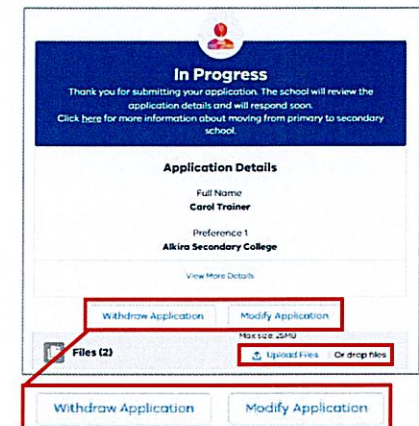


Modify, withdraw or add files to an application

14. To make changes prior to the placement application due date*

- **To update:** select **Modify Application** and edit as needed (modifying your application will close your existing application and replace it with a new one)
- **To withdraw:** select **Withdraw Application** and enter a reason – contact the primary school if required
- **To add files:** select **Upload Files** or **drop files** into the application

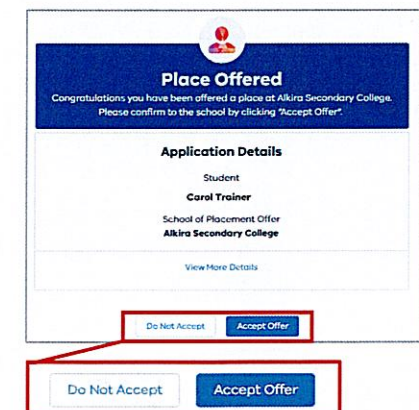
*NOTE: If you would like to make changes to your application after the placement application due date, please contact your primary school



Accepting or not accepting a placement offer

IMPORTANT NOTE: All placements **must** be accepted via the VicStudents portal

1. When a secondary school makes an offer of placement, you will be notified via the portal and email
2. Select **Respond to placement offer** in the email to be redirected to the portal homepage
3. Navigate to the **My Applications** section
4. Select **View** on application with a 'Place Offered' status
5. Select **Accept Offer** to accept the placement
6. If **Do Not Accept** is selected, a reason will need to be entered – please contact the primary school with further details



We're here to support you

If you have any questions regarding your placement, please contact your school. For information about this process, additional resources are available on the Victorian Government website:

- [Information on moving from primary to secondary school](#), including a Placement Information Pack for parents/carers which contains a timeline and answers to frequently asked questions
- [School zones](#)