



Dear parent/carer

Moving from primary to secondary school is an important step in your child's education.

The Department of Education is introducing an online enrolment system called VicStudents for Year 6 students enrolling in Year 7 at a Victorian government secondary school for 2025.

This year, Officer Primary School will be using VicStudents, which aims to simplify and streamline the enrolment process for parents/carers of Year 6 students.

If you do not wish to use the VicStudents online enrolment system, you may opt out and use a paper form instead. To opt out, please let us know within 5 working days, either by replying to this email or otherwise contacting the school.

VicStudents has been assessed by the department to a high degree of security in line with the [Victorian Protective Data Security Standards](#) and is compliant with ISO 27001, the leading international standard for information security.

### **Students not attending a Victorian government secondary school in 2025**

If your child is already enrolled to start Year 7 at a non-government secondary school next year, please advise us via return email, including evidence of your child's Year 7 enrolment for 2025, by Monday 15 April 2024. You will not need to complete the digital process.

If you are currently considering a non-government secondary school for your child, but are waiting for acceptance confirmation, please use the digital process. You can withdraw your child's application later if you need to.

### **Students from families with shared decision-making responsibility**

The email containing the link to register and use the online system will be sent only to the email address of one adult, as currently captured in our records. It remains the responsibility of all adults to consult with each other in making your child's enrolment decision for 2025, where it is safe to do so. Please contact us if you have any questions about this.

### **Next steps**

On Wednesday 17 April 2024, one adult from each Year 6 student's family will receive an email with a link to register and use the online system. Please look out for this email (including within any spam or junk folders). If you have not received the email by 5 pm Thursday 18 April 2024, please get in touch with us.



### Further information

A Quick Reference Guide will be provided to help you navigate the online system. This will be included in the email sent to one adult on Wednesday 17 April 2024.

We will also be available to answer questions and support you through the process as needed.

For more information about secondary school enrolment and supporting your child during this important transition, please visit the following webpage:

<https://www.vic.gov.au/moving-primary-secondary-school-information-parents-and-carers>

Thank you for supporting this important next step in your child's education as they prepare for secondary school in 2025.

Best regards,

*Mati Azadzo*

*Principal*