

Reporting information

The standard conditions of registration for home education under the *Education (General Provisions) Act 2006* (Qld) include the requirement for a parent to give to the chief executive a written report on the child's educational progress. This report must be given in the approved form at least 2 months, but not more than 3 months, prior to the anniversary of the child's registration.

Educational progress can be demonstrated by including annotated samples of the child's work and an overview of the learning taken in relation to the educational goals of the child.

Privacy statement

The Department of Education is collecting the personal information you supply on this form for the purposes of administering your child's registration for home education under the *Education (General Provisions) Act 2006*.

This collection is authorised by s.217 of the *Education (General Provisions) Act 2006*.

The department may disclose personal information collected on this form to –

- the Queensland Curriculum and Assessment Authority in compliance with Part 3, Division 2 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* - if your child participates in the National Assessment Program – Literacy and Numeracy (NAPLAN) tests;
- the Queensland Curriculum and Assessment Authority to facilitate the opening of student learning accounts in compliance with Part 3, Division 2 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014*;
- the Australian Government Department of Human Services in compliance with Part 10, Division 2 of the *Student Assistance Act 1973* (Cwlth) - if you or your child apply for, or receive, a student assistance benefit under the *Student Assistance Act 1973* (Cwlth); and
- any other parent of your child. (*Note: only the child's information will be provided to another parent*).

The department may also disclose personal information collected on this form to third parties with your consent or where authorised or required by law.

The information will be stored securely. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact the Home Education Unit by phone on 3513 6755 or 1800 677 176.

Instructions

1. Complete the details below and submit this form and the supporting documentation by the report due date. To assist in the preparation of the report submission please refer to the Report Pack previously issued to you by the Home Education Unit.
2. Provide a summary of the educational program for the upcoming period. A template to assist was provided in the Report Pack and is available on the [Home Education Unit's](#) website. The use of these templates is not mandatory.
3. If any details regarding the registration for home education have changed (for example, address, court orders relating to the child, authorisation to discuss the registration with an additional person etc), you are required to complete and submit the [Change of personal details for home education form](#).
4. Please print in **BLOCK LETTERS**.

If you have any questions about this form or process, or require assistance completing this form, including translation services, please contact the Home Education Unit (Ph. 3513 6755 or 1800 677 176 or email homeeducation@ged.qld.gov.au).

Lodgement

The completed form and supporting documentation to be posted to:

The Manager, Home Education Unit
Department of Education
PO Box 3710
South Brisbane Business Centre QLD 4101



Queensland
Government

Reporting for Registration for Home Education

Education (General Provisions) Act 2006 - Section 217 (2)

1. Name of applicant parent

Given name(s)	
Family name	

2. Name of child registered for home education

Legal given name(s)	
Legal family name	

3. Declaration

The declaration is to be completed by a parent.

I _____
(insert full name)

of _____
(insert address)

in the State of _____, do solemnly and sincerely declare that:

- All information I have provided in this *Reporting for registration for home education* form is true and correct.
- Educational progress information and documentation supplied is a true and correct representation of my child's work and educational development.

I make this declaration conscientiously believing the same to be true.

Parent Name (must be the original applicant) _____

Signature _____ Date _____

4. Checklist

Reporting documentation including year in review, work samples and annotations have been enclosed	☐ Yes ☐ No
A summary of the educational program I will use with my child is enclosed	☐ Yes ☐ No
The declaration has been completed, signed and dated	☐ Yes ☐ No
Change of personal details for home education form	☐ Yes ☐ No ☐ Not applicable

Office use only	
Received Date	
Registration Date	
Registration Number	HE